



**CITY OF ILWACO
CITY COUNCIL MEETING**

Monday, December 9, 2013

**6:00 p.m. REGULAR COUNCIL MEETING
AGENDA**

A. Call to order

B. Flag Salute

C. Oaths of Office

D. Roll Call

E. Approval of Agenda

F. Consent Agenda

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)
 - a. November 25, 2013, Regular meeting
 - b. December 2, 2013, Special meeting,: Refinance Baker Bay pump station application
2. Claims & Vouchers (TAB 2)
 - a. Checks: 36008 to 36016 + Electronic\$ 28,489.22
 - b. Checks: 36017 to 36057 \$ 242,442.64

GRAND TOTAL: \$ 270,931.86

G. Reports

1. Staff Reports (TAB 3)
 - a. Police chief's written report for November 2013
2. Council Reports
3. Mayor's Report

H. Comments of Citizens and Guests Present

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

I. Public Hearing

1. Six-Year Capital Facilities Plan

J. Business

1. Six-Year Capital Facilities Plan Update—*Cassinelli* (TAB 4)
2. Contracts for Municipal Court Judge and Prosecuting Attorney—*Forner/Chambreau* (TAB 5)
3. Engineering Supplement No. 1 for Elizabeth Street Improvements (TAB 6)
4. Private sewer lines—definitions, process and responsibilities (TAB 7)—*Marshall*

K. Discussion

1. Trusty boundary line adjustment (TAB 9)—*Cassinelli/Crater*
2. Consultant selection for Shoreline Master Program Update (TAB 10)—*Jensen*
3. Position grades and pay table (TAB 11)—*Cassinelli*

L. Correspondence and Written Reports (TAB 14)

1. None

M. Future Discussion/Agendas

1. Amended Procedures Ordinance—*City Planner*

N. Adjournment

O. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	12/23/13	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Friday	12/13/13	7:15 p.m.	Community Building
Planning Commission	Regular Meeting (meetings subject to cancellation if there is no business to transact)	Tuesday	12/17/13	6:00 p.m.	Community Building
Port/City Council Meeting	Regular Meeting	Tuesday	12/10/13	6:00 p.m.	Port Meeting Room



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, November 25, 2013**

A. Call to Order

Mayor Cassinelli called the meeting to order at 6:02 p.m.

B. Flag Salute

The Pledge of Allegiance was recited.

C. Roll Call

Present: Mayor Cassinelli and Councilmembers Mulinix, Marshall, Chambreau and Forner.
Councilmember Jensen absent.

D. Approval of Agenda

ACTION: Motion to approve agenda (Mulinix/Chambreau). 4 Ayes 0 Nays 0 Abstain.

E. Approval of Consent Agenda

Including Checks 35984 to 35986+ electronic totaling \$16,856.84 and Checks 35987 to 36007 totaling \$25,439.60.

**ACTION: Motion to approve the consent agenda (Forner/Chambreau).
4 Ayes 0 Nays 0 Abstain.**

F. Reports

1. Staff Reports

- a. Treasurer Elaine McMillan provided the Budget Message for 2014.
- b. Councilmember Mulinix spoke of the well attended parks meeting.

2. Council Reports

- a. Councilmember Mulinix attended the Sahalee sewer workshop and parks commission workshop.
- b. Councilmember Marshall attended the planning commission meeting and parks commission workshop.
- c. Councilmember Chambreau attended the Sahalee sewer workshop and the parks commission workshop.
- d. Councilmember Forner viewed a presentation on the Travel channel about the heritage museum.

3. Mayor's Report

The mayor reported he attended various meetings and announced the dates of Christmas at the Port.

G. Comments of Citizens and Guests present: John Thompson spoke about the potential resolutions to the flooding in his backyard.

H. Public Hearing

1. 2014 Budget

The mayor opened the public hearing at 6:10 p.m. Hearing no public comment, he closed the hearing at 6:11 p.m.

I. Business

1. 2014 Budget Ordinance

Mayor Cassinelli presented the item. Councilmember Mulinix noted that the budget process was “refreshing.”

ACTION: Motion to adopt the ordinance establishing the 2014 budget for the City of Ilwaco (Forner/Marshall). Roll call vote: 4 Ayes 0 Nays 0 Abstain.

2. 2013 Second Budget Amendment Ordinance

Mayor Cassinelli presented the item.

ACTION: Motion that the council adopt the 2013 second budget amendment ordinance as presented (Marshall/Chambreau). Roll call vote: 4 Ayes 0 Nays 0 Abstain.

3. Shoreline Master Program Update Grant Agreement

Mayor Cassinelli presented the item.

ACTION: Motion to authorize the mayor to execute the Shoreline Master Program Grant Agreement (G1400373) between the Washington State Department of Ecology and the City of Ilwaco (Chambreau/Mulinix). 4 Ayes 0 Nays 0 Abstain.

4. Resolution amending the fee schedule for the 2014 utility rates and connection charges

Mayor Cassinelli presented the item.

ACTION: Motion to adopt the resolution amending the fee schedule for the 2014 sewer, water and stormwater rates and connection charges (Marshall/Chambreau). Roll call vote: 4 Ayes 0 Nays 0 Abstain.

5. Contract completion watershed culvert project

Mayor Cassinelli presented the item.

ACTION: Motion to accept the Watershed Road Culvert Sliplining project as complete and authorize the mayor to execute the Final Contract Voucher Certificate and proceed with project close out (Mulinix/Marshall). 4 Ayes 0 Nays 0 Abstain.

H. Discussion

1. Six-Year Capital Facilities Plan Update

Mayor Cassinelli presented the item. Councilmember Marshall questioned whether the independent plans were being updated. Councilmember Mulinix asked that last year be provided for comparison.

ACTION: Move to business on December 9, 2013.

2. Contracts for Municipal Court Judge and Prosecuting Attorney

Councilmember Forner presented the item.

ACTION: Move to business on December 9, 2013.

3. Engineering Supplement No. 1 for Elizabeth Street Improvements

Mayor Cassinelli presented the item.

ACTION: Move to business on December 9, 2013.

4. Private Sewer Lines—definitions, process and responsibilities

Councilmember Marshall presented the item and will edit 15.76.122 before the next meeting. The mayor is reviewing the inventory of private lines the plant operator prepared.

ACTION: Move to business on December 9, 2013.

I. Adjournment

ACTION: Motion to adjourn the meeting (Mulinix). Mayor Cassinelli adjourned the meeting at 6:46 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



**CITY COUNCIL
Special Council Meeting
Monday, December 2, 2013**

A. Call to Order

Mayor Cassinelli opened the special meeting at 4:05 p.m.

B. Roll Call

Councilmembers: Gary Forner, David Jensen, and Jon Chambreau.
Treasurer Elaine McMillan.

C. Business

1. Refinance Baker Bay pump station application

ACTION: Motion to authorize the submittal of an application to the Washington Department of Ecology to refinance the Baker Bay pump station loan with a remaining balance of approximately \$309,000 (Forner/Jensen). Roll call vote: 3 Ayes 0 Nays 0 Abstain.

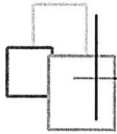
2. Sahalee Subdivision Sanitary Sewer Improvement Funding application

ACTION: Motion to update the Wastewater Facility Plan to include the Sahalee subdivision improvement project and authorize the submittal of an application to the Washington State Department of Ecology for funding of approximately \$2,199,280 (Chambrea/Forner). Roll call vote: 3 Ayes 0 Nays 0 Abstain.

D. Adjournment: Motion to adjourn at 4:25 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



Register

Number	Name	Print Date	Clearing Date	Amount
Bank of the Pacific	8023281			
Check				
<u>36017</u>	ABECO Office Systems	12/9/2013		\$68.33
<u>36018</u>	Alsco-American Linen Div.	12/9/2013		\$61.62
<u>36019</u>	Art's Auto Parts, Inc.	12/9/2013		\$140.55
<u>36020</u>	Backflow Management Inc.	12/9/2013		\$900.00
<u>36021</u>	Baileys Saw Shop Inc.	12/9/2013		\$13.28
<u>36022</u>	Beach Batteries, Inc	12/9/2013		\$100.79
<u>36023</u>	Cartomation, Inc.	12/9/2013		\$50.00
<u>36024</u>	Chinook Observer	12/9/2013		\$306.30
<u>36025</u>	City of Ilwaco	12/9/2013		\$2,719.81
<u>36026</u>	City of Long Beach	12/9/2013		\$16,001.84
<u>36027</u>	Clackamas Construction, Inc.	12/9/2013		\$73,236.78
<u>36028</u>	Dennis CO	12/9/2013		\$569.17
<u>36029</u>	Englund Marine Supply Inc	12/9/2013		\$135.04
<u>36030</u>	Goulter Diamond Bar Ranch	12/9/2013		\$1,333.33
<u>36031</u>	Gray & Osborne, Inc.	12/9/2013		\$46,990.21
<u>36032</u>	Home Depot Credit Services	12/9/2013		\$208.40
<u>36033</u>	IFOCUS Consulting Inc.	12/9/2013		\$1,451.75
<u>36034</u>	Ilwaco Volunteer Fireman's Assoc.	12/9/2013		\$88.46
<u>36035</u>	IPFS Corporation	12/9/2013		\$5,268.66
<u>36036</u>	John Deere Financial	12/9/2013		\$1,088.71
<u>36037</u>	K & L Supply, Inc.	12/9/2013		\$225.34
<u>36038</u>	Lawson Products	12/9/2013		\$219.50
<u>36039</u>	LEAF	12/9/2013		\$129.88
<u>36040</u>	Long Beach Commercial Security	12/9/2013		\$162.50
<u>36041</u>	Michael S. Turner	12/9/2013		\$412.00
<u>36042</u>	Mt. Baker Silo	12/9/2013		\$83,681.26
<u>36043</u>	Nancy McAllister	12/9/2013		\$412.00
<u>36044</u>	Naselle Rock & Asphalt	12/9/2013		\$713.42
<u>36045</u>	Oman & Son	12/9/2013		\$86.99
<u>36046</u>	One Call Concepts, Inc.	12/9/2013		\$9.56
<u>36047</u>	Peninsula Sanitation Service, Inc.	12/9/2013		\$377.25
<u>36048</u>	Pollardwater.com	12/9/2013		\$539.79
<u>36049</u>	Sid's IGA	12/9/2013		\$238.97
<u>36050</u>	Tangly Cottage Gardening	12/9/2013		\$204.56
<u>36051</u>	Tidy By The Sea, LLC	12/9/2013		\$390.00
<u>36052</u>	Visa	12/9/2013		\$536.68
<u>36053</u>	WA State Dept of Transportation	12/9/2013		\$1,052.16
<u>36054</u>	Wadsworth Electric	12/9/2013		\$1,542.66
<u>36055</u>	Walter E. Nelson Co. of Astoria	12/9/2013		\$341.55
<u>36056</u>	William R. Penoyar, Attorney at Law	12/9/2013		\$412.00
<u>36057</u>	Wirkkala Radio-TV	12/9/2013		\$21.54
Total Check				\$242,442.64
Total 8023281				\$242,442.64
Grand Total				\$242,442.64

CERTIFICATION

We, the undersigned do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. The voucher numbers 36017 through 36057 are approved for payment in the amount of: \$242,442.64

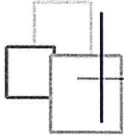
This _____ day of _____, 2013

Council member

Council member

Treasurer

Council member



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
ABECO Office Systems	36017	2013 - December - First meeting			
		Invoice - 12/4/2013 12:42:13 PM			
			001-000-000-514-20-31-00	Office & Operating Supplies	\$17.08
			101-000-000-543-30-30-00	Office And Operating	\$17.08
			401-000-000-534-00-31-00	Operation & Maintenance	\$17.08
			409-000-000-535-00-31-01	Operations And Maintenance	\$17.09
		Total Invoice - 12/4/2013 12:42:13 PM			
					\$68.33
	Total 36017				\$68.33
Total ABECO Office Systems					\$68.33
Alsco-American Linen Div.	36018	2013 - December - First meeting			
		Invoice - 12/3/2013 5:53:20 PM			
			LPOR1079565		
			001-000-000-576-80-31-00	Office & Operating Supplies	\$8.08
			101-000-000-543-30-30-00	Office And Operating	\$8.08
			401-000-000-534-00-31-00	Operation & Maintenance	\$8.08
			409-000-000-535-00-31-01	Operations And Maintenance	\$8.07
		Total Invoice - 12/3/2013 5:53:20 PM			
					\$32.31
		Invoice - 12/3/2013 5:53:45 PM			
			LPOR1089809		
			001-000-000-576-80-31-00	Office & Operating Supplies	\$7.33
			101-000-000-543-30-30-00	Office And Operating	\$7.33
			401-000-000-534-00-31-00	Operation & Maintenance	\$7.33
			409-000-000-535-00-31-01	Operations And Maintenance	\$7.32
		Total Invoice - 12/3/2013 5:53:45 PM			
					\$29.31
	Total 36018				\$61.62
Total Alsco-American Linen Div.					\$61.62
Art's Auto Parts, Inc.	36019	2013 - December - First meeting			
		Invoice - 12/3/2013 5:54:23 PM			
			112810		
			401-000-000-534-00-31-00	Operation & Maintenance	\$140.55
		Total Invoice - 12/3/2013 5:54:23 PM			
					\$140.55
	Total 36019				\$140.55
Total Art's Auto Parts, Inc.					\$140.55
Backflow Management Inc.	36020	2013 - December - First meeting			
		Invoice - 12/3/2013 5:55:36 PM			
			6864		
			401-000-000-534-00-41-00	Professional Services	\$900.00
		Total Invoice - 12/3/2013 5:55:36 PM			
					\$900.00
	Total 36020				\$900.00
Total Backflow Management Inc.					\$900.00
Baileys Saw Shop Inc.	36021	2013 - December - First meeting			
		Invoice - 12/4/2013 12:50:56 PM			
			11061302		
			001-000-000-576-80-48-00	Repairs & Maintenance	\$13.28
		Total Invoice - 12/4/2013 12:50:56 PM			
					\$13.28
	Total 36021				\$13.28
Total Baileys Saw Shop Inc.					\$13.28
Beach Batteries, Inc	36022	2013 - December - First meeting			
		Invoice - 12/3/2013 5:54:59 PM			
			28389		
			001-000-000-522-10-31-00	Office & Operating Supplies	\$95.94
		Total Invoice - 12/3/2013 5:54:59 PM			
					\$95.94
		Invoice - 12/4/2013 3:44:42 PM			
			28376		
			101-000-000-543-30-30-00	Office And Operating	\$4.85
		Total Invoice - 12/4/2013 3:44:42 PM			
					\$4.85
	Total 36022				\$100.79
Total Beach Batteries, Inc					\$100.79
Cartomation, Inc.	36023	2013 - December - First meeting			
		Invoice - 12/4/2013 9:37:22 AM			
			001-000-000-557-20-41-00	Ilwaco Web Page	\$50.00
				GIS map storage	
		Total Invoice - 12/4/2013 9:37:22 AM			
					\$50.00

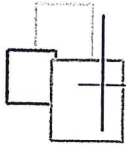
Vendor	Number	Reference	Account Number	Description	Amount
Total 36023					\$50.00
Total Cartomation, Inc.					\$50.00
Chinook Observer	36024				
				2013 - December - First meeting	
		Invoice - 12/3/2013 5:56:31 PM			
		424-13			
		001-000-000-511-30-44-00		Official Publications	\$97.20
		Total Invoice - 12/3/2013 5:56:31 PM			\$97.20
		Invoice - 12/3/2013 5:56:55 PM			
		413-13			
		001-000-000-511-30-44-00		Official Publications	\$24.30
		Total Invoice - 12/3/2013 5:56:55 PM			\$24.30
		Invoice - 12/3/2013 5:57:11 PM			
		410-13			
		001-000-000-511-30-44-00		Official Publications	\$32.40
		Total Invoice - 12/3/2013 5:57:11 PM			\$32.40
		Invoice - 12/3/2013 5:57:25 PM			
		412-13			
		001-000-000-511-30-44-00		Official Publications	\$24.30
		Total Invoice - 12/3/2013 5:57:25 PM			\$24.30
		Invoice - 12/3/2013 5:57:42 PM			
		414-13			
		001-000-000-511-30-44-00		Official Publications	\$64.80
		Total Invoice - 12/3/2013 5:57:42 PM			\$64.80
		Invoice - 12/3/2013 5:57:56 PM			
		job ad			
		001-000-000-511-30-44-00		Official Publications	\$63.30
		Total Invoice - 12/3/2013 5:57:56 PM			\$63.30
	Total 36024				\$306.30
Total Chinook Observer					\$306.30
City of Ilwaco	36025				
				2013 - December - First meeting	
		Invoice - 12/4/2013 8:29:35 AM			
		001-000-000-511-60-47-02		City Sewer - Museum	\$37.10
		001-000-000-514-20-47-02		Water - City Hall	\$50.67
		001-000-000-514-20-47-03		Sewer - City Hall	\$71.31
		001-000-000-514-20-47-04		Storm Drainage	\$25.11
		001-000-000-522-50-47-01		Water	\$193.81
		001-000-000-522-50-47-02		Sewer	\$303.19
		001-000-000-522-50-47-03		Storm Drainage	\$61.14
		001-000-000-572-50-47-01		City Water	\$154.15
		001-000-000-572-50-47-02		City Sewer	\$209.67
		001-000-000-572-50-47-03		Storm Drainage	\$9.84
		001-000-000-576-80-47-01		Water-Parks, Sprinklers, Blklk	\$270.60
		001-000-000-576-80-47-02		Sewer-Parks, Black Lake	\$161.58
		001-000-000-576-80-47-03		Storm Drainage	\$29.48
		409-000-000-535-00-47-02		Water	\$465.66
		409-000-000-535-00-47-03		Sewer	\$647.02
		409-000-000-535-00-47-05		Storm Drainage	\$29.48
		Total Invoice - 12/4/2013 8:29:35 AM			\$2,719.81
	Total 36025				\$2,719.81
Total City of Ilwaco					\$2,719.81
City of Long Beach	36026				
				2013 - December - First meeting	
		Invoice - 12/3/2013 5:58:28 PM			
		Nov2012-Sept2013			
		001-000-000-523-20-40-00		Correctional Institutions	\$740.15
		Total Invoice - 12/3/2013 5:58:28 PM			\$740.15
		Invoice - 12/4/2013 9:35:12 AM			
		001-000-000-521-10-50-00		Law Enforcement Contract	\$15,261.69
		Total Invoice - 12/4/2013 9:35:12 AM			\$15,261.69
	Total 36026				\$16,001.84
Total City of Long Beach					\$16,001.84
Clackamas Construction, Inc.	36027				
				2013 - December - First meeting	
		Invoice - 12/3/2013 5:59:40 PM			
		#2			
		401-000-000-594-34-62-02		Construction - Distribution	\$73,236.78
		Total Invoice - 12/3/2013 5:59:40 PM			\$73,236.78
	Total 36027				\$73,236.78
Total Clackamas Construction, Inc.					\$73,236.78
Dennis CO	36028				
				2013 - December - First meeting	
		Invoice - 12/4/2013 3:21:10 PM			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$19.58
		001-000-000-522-10-31-00		Office & Operating Supplies	\$23.30
		101-000-000-543-30-30-00		Office And Operating	\$184.00
		401-000-000-534-00-31-00		Operation & Maintenance	\$319.42
		409-000-000-535-00-31-01		Operations And Maintenance	\$22.87
		Total Invoice - 12/4/2013 3:21:10 PM			\$569.17
	Total 36028				\$569.17

Vendor	Number	Reference	Account Number	Description	Amount
Total Dennis CO					\$569.17
Englund Marine Supply Inc					
	36029			2013 - December - First meeting	
		Invoice - 12/4/2013 12:46:11 PM			
			001-000-000-576-80-48-00	Repairs & Maintenance	\$74.41
			401-000-000-534-00-31-00	Operation & Maintenance	\$52.81
		Total Invoice - 12/4/2013 12:46:11 PM			\$127.22
		Invoice - 12/4/2013 12:46:41 PM			
			001-000-000-522-10-31-00	Office & Operating Supplies	\$7.82
		Total Invoice - 12/4/2013 12:46:41 PM			\$7.82
	Total 36029				\$135.04
Total Englund Marine Supply Inc					\$135.04
Goulter Diamond Bar Ranch					
	36030			2013 - December - First meeting	
		Invoice - 12/4/2013 9:37:16 AM			
			409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,333.33
			sludge site		
		Total Invoice - 12/4/2013 9:37:16 AM			\$1,333.33
	Total 36030				\$1,333.33
Total Goulter Diamond Bar Ranch					\$1,333.33
Gray & Osborne, Inc.					
	36031			2013 - December - First meeting	
		Invoice - 12/3/2013 6:00:52 PM			
			12555.00-15		
			401-000-000-594-34-41-01	Engineering - Plant	\$4,561.95
		Total Invoice - 12/3/2013 6:00:52 PM			\$4,561.95
		Invoice - 12/3/2013 6:00:55 PM			
			12459.00-21		
			401-000-000-594-34-41-02	Engineering - Distribution	\$8,968.78
		Total Invoice - 12/3/2013 6:00:55 PM			\$8,968.78
		Invoice - 12/3/2013 6:00:57 PM			
			12460.00-22		
			401-000-000-594-34-41-02	Engineering - Distribution	\$20,884.14
		Total Invoice - 12/3/2013 6:00:57 PM			\$20,884.14
		Invoice - 12/3/2013 6:00:58 PM			
			13437.00-8		
			101-000-000-595-10-43-00	Engineering - Elizabeth	\$7,909.93
		Total Invoice - 12/3/2013 6:00:58 PM			\$7,909.93
		Invoice - 12/3/2013 6:03:18 PM			
			13441.00-9		
			409-000-000-594-63-35-02	Engineering - Collection System	\$4,665.41
		Total Invoice - 12/3/2013 6:03:18 PM			\$4,665.41
	Total 36031				\$46,990.21
Total Gray & Osborne, Inc.					\$46,990.21
Home Depot Credit Services					
	36032			2013 - December - First meeting	
		Invoice - 12/4/2013 8:51:02 AM			
			flag		
			001-000-000-514-20-48-00	Repairs & Maintenance	\$127.44
		Total Invoice - 12/4/2013 8:51:02 AM			\$127.44
		Invoice - 12/4/2013 8:51:38 AM			
			wire		
			401-000-000-534-00-31-00	Operation & Maintenance	\$80.96
		Total Invoice - 12/4/2013 8:51:38 AM			\$80.96
	Total 36032				\$208.40
Total Home Depot Credit Services					\$208.40
IFOCUS Consulting Inc.					
	36033			2013 - December - First meeting	
		Invoice - 12/4/2013 8:52:25 AM			
			6973		
			401-000-000-534-00-35-01	Small Tools & Equipment - Lab	\$1,451.75
		Total Invoice - 12/4/2013 8:52:25 AM			\$1,451.75
	Total 36033				\$1,451.75
Total IFOCUS Consulting Inc.					\$1,451.75
Ilwaco Volunteer Fireman's Assoc.					
	36034			2013 - December - First meeting	
		Invoice - 12/4/2013 9:05:27 AM			
			training lunch		
			001-000-000-522-10-31-00	Office & Operating Supplies	\$88.46
		Total Invoice - 12/4/2013 9:05:27 AM			\$88.46
	Total 36034				\$88.46
Total Ilwaco Volunteer Fireman's Assoc.					\$88.46
IPFS Corporation					
	36035			2013 - December - First meeting	
		Invoice - 12/4/2013 9:33:40 AM			
			#4		
			001-000-000-511-50-46-00	Insurances	\$551.10
			001-000-000-522-10-46-00	Insurance	\$713.90
			001-000-000-572-50-46-00	Insurance	\$815.59
			001-000-000-576-80-46-00	Insurance	\$171.76
			101-000-000-543-30-40-01	Insurance	\$105.37

Vendor	Number	Reference	Account Number	Description	Amount
			104-000-000-573-90-46-00	Ilwaco Museum - Insurance	\$413.06
			401-000-000-534-00-46-00	Insurance	\$1,407.79
			408-000-000-531-38-46-00	Insurance	\$50.05
			409-000-000-535-00-46-00	Insurance	\$1,040.04
		Total Invoice - 12/4/2013 9:33:40 AM			\$5,268.66
Total IPFS Corporation	36035				\$5,268.66
John Deere Financial	36036			2013 - December - First meeting	
		Invoice - 12/4/2013 12:42:58 PM			
		113013			
		001-000-000-591-48-71-01		John Deer Mower 8157-96 Principal	\$1,000.00
		001-000-000-592-48-83-00		John Deer Mower 8157-96 Interest	\$88.71
		Total Invoice - 12/4/2013 12:42:58 PM			\$1,088.71
Total John Deere Financial	36036				\$1,088.71
K & L Supply, Inc.	36037			2013 - December - First meeting	
		Invoice - 12/4/2013 8:53:03 AM			
		37064			
		409-000-000-535-00-31-07		Lab Supplies	\$173.51
		Total Invoice - 12/4/2013 8:53:03 AM			\$173.51
		Invoice - 12/4/2013 8:55:24 AM			
		37065			
		401-000-000-534-00-35-01		Small Tools & Equipment - Lab	\$51.83
		Total Invoice - 12/4/2013 8:55:24 AM			\$51.83
Total K & L Supply, Inc.	36037				\$225.34
Lawson Products	36038			2013 - December - First meeting	
		Invoice - 12/4/2013 8:56:00 AM			
		9302067550			
		001-000-000-576-80-31-00		Office & Operating Supplies	\$54.88
		401-000-000-534-00-31-00		Operation & Maintenance	\$54.88
		408-000-000-531-38-31-01		Operations & Maintenance	\$54.87
		409-000-000-535-00-31-01		Operations And Maintenance	\$54.87
		Total Invoice - 12/4/2013 8:56:00 AM			\$219.50
Total Lawson Products	36038				\$219.50
LEAF	36039			2013 - December - First meeting	
		Invoice - 12/4/2013 8:57:29 AM			
		4735471			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$22.08
		001-000-000-522-10-31-00		Office & Operating Supplies	\$20.78
		101-000-000-543-30-30-00		Office And Operating	\$22.08
		401-000-000-534-00-31-00		Operation & Maintenance	\$22.08
		408-000-000-531-38-31-01		Operations & Maintenance	\$20.78
		409-000-000-535-00-31-01		Operations And Maintenance	\$22.08
		Total Invoice - 12/4/2013 8:57:29 AM			\$129.88
Total LEAF	36039				\$129.88
Long Beach Commercial Security	36040			2013 - December - First meeting	
		Invoice - 12/4/2013 8:57:46 AM			
		4622			
		401-000-000-534-00-31-00		Operation & Maintenance	\$162.50
		Total Invoice - 12/4/2013 8:57:46 AM			\$162.50
Total Long Beach Commercial Security	36040				\$162.50
Michael S. Turner	36041			2013 - December - First meeting	
		Invoice - 12/4/2013 9:37:05 AM			
		001-000-000-512-40-51-00		Municipal Court Services	\$412.00
				Court services	
		Total Invoice - 12/4/2013 9:37:05 AM			\$412.00
Total Michael S. Turner	36041				\$412.00
Mt. Baker Silo	36042			2013 - December - First meeting	
		Invoice - 12/4/2013 8:58:11 AM			
		#3			
		401-000-000-594-00-62-00		Construction Project -Resvoir	\$83,681.26
		Total Invoice - 12/4/2013 8:58:11 AM			\$83,681.26
Total Mt. Baker Silo	36042				\$83,681.26
Nancy McAllister	36043			2013 - December - First meeting	
		Invoice - 12/4/2013 9:36:55 AM			
		001-000-000-512-40-51-00		Municipal Court Services	\$412.00
				Court services	

Vendor	Number	Reference	Account Number	Description	Amount
		Total Invoice - 12/4/2013 9:36:55 AM			\$412.00
	Total 36043				\$412.00
Total Nancy McAllister					\$412.00
Naselle Rock & Asphalt					
36044					
		2013 - December - First meeting			
		Invoice - 12/4/2013 3:41:48 PM			
		23929			
		001-000-000-576-80-31-00	Office & Operating Supplies		\$635.00
		Total Invoice - 12/4/2013 3:41:48 PM			\$635.00
		Invoice - 12/4/2013 3:42:30 PM			
		23837			
		101-000-000-542-70-31-00	Roadside Operating		\$78.42
		Total Invoice - 12/4/2013 3:42:30 PM			\$78.42
	Total 36044				\$713.42
Total Naselle Rock & Asphalt					\$713.42
Oman & Son					
36045					
		2013 - December - First meeting			
		Invoice - 12/4/2013 12:49:05 PM			
		101-000-000-543-30-30-00			\$32.60
		401-000-000-534-00-31-00	Operation & Maintenance		\$54.39
		Total Invoice - 12/4/2013 12:49:05 PM			\$86.99
	Total 36045				\$86.99
Total Oman & Son					\$86.99
One Call Concepts, Inc.					
36046					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:00:21 AM			
		3119073			
		101-000-000-543-30-30-00	Office And Operating		\$3.19
		401-000-000-534-00-31-00	Operation & Maintenance		\$3.19
		409-000-000-535-00-31-01	Operations And Maintenance		\$3.18
		Total Invoice - 12/4/2013 9:00:21 AM			\$9.56
	Total 36046				\$9.56
Total One Call Concepts, Inc.					\$9.56
Peninsula Sanitation Service, Inc.					
36047					
		2013 - December - First meeting			
		Invoice - 12/4/2013 12:53:04 PM			
		001-000-000-514-20-47-01			\$334.54
		409-000-000-535-00-47-04	Garbage Services		\$42.71
		Total Invoice - 12/4/2013 12:53:04 PM			\$377.25
	Total 36047				\$377.25
Total Peninsula Sanitation Service, Inc.					\$377.25
Pollardwater.com					
36048					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:00:44 AM			
		1368287-IN			
		401-000-000-534-00-31-00	Operation & Maintenance		\$539.79
		Total Invoice - 12/4/2013 9:00:44 AM			\$539.79
	Total 36048				\$539.79
Total Pollardwater.com					\$539.79
Sid's IGA					
36049					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:04:20 AM			
		001-000-000-514-20-43-00			\$114.00
		401-000-000-534-00-43-00	Travel/meals/lodging		\$57.01
		409-000-000-535-00-43-01	Travel/meals & Lodging		\$57.00
		Total Invoice - 12/4/2013 9:04:20 AM			\$228.01
		Invoice - 12/4/2013 9:08:54 AM			
		401-000-000-534-00-31-00			\$10.96
		Total Invoice - 12/4/2013 9:08:54 AM			\$10.96
	Total 36049				\$238.97
Total Sid's IGA					\$238.97
Tangly Cottage Gardening					
36050					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:12:15 AM			
		001-000-000-576-80-31-00			\$204.56
		Total Invoice - 12/4/2013 9:12:15 AM			\$204.56
	Total 36050				\$204.56
Total Tangly Cottage Gardening					\$204.56
Tidy By The Sea, LLC					
36051					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:37:40 AM			
		001-000-000-514-20-31-00			\$65.00
		001-000-000-572-50-41-00	Custodian Library		\$325.00
		Total Invoice - 12/4/2013 9:37:40 AM			\$390.00
	Total 36051				\$390.00
Total Tidy By The Sea, LLC					\$390.00
Visa					
36052					
		2013 - December - First meeting			
		Invoice - 12/4/2013 9:21:29 AM			
		rural pathways			
		001-000-000-514-40-40-00	Training		\$25.00

Vendor	Number	Reference	Account Number	Description	Amount
		Total Invoice - 12/4/2013 9:21:29 AM			\$25.00
		Invoice - 12/4/2013 9:21:32 AM			
		staples			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$71.92
		001-000-000-576-80-31-00		Office & Operating Supplies	\$71.92
		401-000-000-534-00-31-06		Office & Customer Service	\$71.92
		409-000-000-535-00-31-08		Office Supplies & Customer Service	\$71.92
		Total Invoice - 12/4/2013 9:21:32 AM			\$287.68
		Invoice - 12/4/2013 9:21:33 AM			
		dropbox			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$99.00
		Total Invoice - 12/4/2013 9:21:33 AM			\$99.00
		Invoice - 12/4/2013 9:21:37 AM			
		domain renewal			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$125.00
		Total Invoice - 12/4/2013 9:21:37 AM			\$125.00
	Total 36052				\$536.68
Total Visa					\$536.68
WA State Dept of Transportation					
36053		2013 - December - First meeting			
		Invoice - 12/4/2013 9:19:59 AM			
		RE44JD15130L004			
		409-000-000-594-63-35-03		First Avenue Sewer Line -	\$1,052.16
		Total Invoice - 12/4/2013 9:19:59 AM			\$1,052.16
	Total 36053				\$1,052.16
Total WA State Dept of Transportation					\$1,052.16
Wadsworth Electric					
36054		2013 - December - First meeting			
		Invoice - 12/4/2013 2:46:57 PM			
		16827			
		409-000-000-535-00-41-01		Professional Services - Electrician	\$573.58
		Total Invoice - 12/4/2013 2:46:57 PM			\$573.58
		Invoice - 12/4/2013 2:48:22 PM			
		16819			
		409-000-000-535-00-41-01		Professional Services - Electrician	\$363.45
		Total Invoice - 12/4/2013 2:48:22 PM			\$363.45
		Invoice - 12/4/2013 9:13:42 AM			
		16759			
		409-000-000-535-00-41-01		Professional Services - Electrician	\$605.63
		Total Invoice - 12/4/2013 9:13:42 AM			\$605.63
	Total 36054				\$1,542.66
Total Wadsworth Electric					\$1,542.66
Walter E. Nelson Co. of Astoria					
36055		2013 - December - First meeting			
		Invoice - 12/4/2013 9:14:35 AM			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$85.39
		001-000-000-576-80-31-00		Office & Operating Supplies	\$85.39
		401-000-000-534-00-31-06		Office & Customer Service	\$85.39
		409-000-000-535-00-31-08		Office Supplies & Customer Service	\$85.38
		Total Invoice - 12/4/2013 9:14:35 AM			\$341.55
	Total 36055				\$341.55
Total Walter E. Nelson Co. of Astoria					\$341.55
William R. Penoyar, Attorney at Law					
36056		2013 - December - First meeting			
		Invoice - 12/4/2013 9:36:44 AM			
		001-000-000-512-40-51-00		Municipal Court Services	\$412.00
		Total Invoice - 12/4/2013 9:36:44 AM			\$412.00
	Total 36056				\$412.00
Total William R. Penoyar, Attorney at Law					\$412.00
Wirkkala Radio-TV					
36057		2013 - December - First meeting			
		Invoice - 12/4/2013 9:16:47 AM			
		819797			
		409-000-000-535-00-31-01		Operations And Maintenance	\$21.54
		Total Invoice - 12/4/2013 9:16:47 AM			\$21.54
	Total 36057				\$21.54
Total Wirkkala Radio-TV					\$21.54
Grand Total		Vendor Count	41		\$242,442.64



Register

Number	Name	Fiscal Description	Cleared	Amount
36008	Fero, Jimmie W	2013 - December - First meeting		\$934.37
36009	Gardner, Daryl W	2013 - December - First meeting		\$1,672.20
36010	Jensen, David	2013 - December - First meeting		\$181.52
36011	Schweizer, Dennis	2013 - December - First meeting		\$1,727.32
36012	Williams, Thomas R	2013 - December - First meeting		\$880.86
36013	AWC - Life Insurance	2013 - December - First meeting		\$21.40
36014	AWC Employee Benefit Trust	2013 - December - First meeting		\$4,740.50
36015	Dept of Retirement - Def Comp	2013 - December - First meeting		\$280.00
36016	Dept of Retirement Systems	2013 - December - First meeting		\$4,614.38
ACH Pay - 950	Cassinelli, Michael	2013 - December - First meeting		\$422.10
ACH Pay - 951	Chambreau, Jon H.	2013 - December - First meeting		\$181.52
ACH Pay - 953	Forner, Gary	2013 - December - First meeting		\$372.35
ACH Pay - 955	Gustafson, David M.	2013 - December - First meeting		\$1,384.83
ACH Pay - 956	Hazen, Warren M.	2013 - December - First meeting		\$1,701.53
ACH Pay - 958	Kezele, Pamela J.	2013 - December - First meeting		\$957.86
ACH Pay - 959	Marshall, Fred	2013 - December - First meeting		\$181.52
ACH Pay - 960	Mc Kee, David A	2013 - December - First meeting		\$1,472.56
ACH Pay - 961	Mc Millan, Elaine	2013 - December - First meeting		\$940.26
ACH Pay - 962	Mulinix, Vinessa	2013 - December - First meeting		\$179.82
ACH Pay - 964	Staples, Terri P	2013 - December - First meeting		\$367.53
Direct Deposit Run -	Payroll Vendor	2013 - December - First meeting		\$8,161.88
EFT 12-9-13 1	Discovery Benefits	2013 - December - First meeting		\$1,000.00
EFT 12-9-13 2	U.S. Treasury Department	2013 - December - First meeting		\$4,274.79
				\$28,489.22

We, the undersigned members of the city council of the City of Ilwaco, Pacific County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the voucher numbers 36008 through 36016 and electronic payments totalling \$28,489.22 are approved this 9th day of December, 2013

Council member

Council member

Treasurer

Council member

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

12-01-13

Page 1 of 2

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for November 2013

During the month of November the Long Beach Police Department handled the following cases and calls:

Long Beach

698 Total Incidents

Aid Call Assists: 5

Alarms: 7

Animal Complaints: 8

Assaults: 2

Assists: 119

(Includes 13 Law Enforcement Agency Assists Outside City Boundaries)

Burglaries: 2

Disturbance: 14

Drug Inv.: 3

Fire Call Assists: 2

Follow Up: 117

Found/Lost Property: 9

Harassment: 17

Malicious Mischief: 3

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Person: 0

Prowler: 3

Runaway: 0

Security Checks: 185

Suspicious: 41

Thefts: 14

Traffic Accidents: 5

Traffic Complaints: 6

Traffic Tickets: 16

Traffic Warnings: 92

Trespass: 9

Warrant Contacts: 12

Welfare Checks: 7

Ilwaco

252 Total Incidents

Aid Call Assists: 0

Alarms: 2

Animal Complaints: 0

Assaults: 6

Assists: 39

Burglaries: 1

Disturbance: 12

Drug Inv.: 1

Fire Call Assists: 0

Follow Up: 71

Found/Lost Property: 0

Harassment: 1

Malicious Mischief: 1

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Person: 1

Prowler: 0

Runaway: 0

Security Checks: 41

Suspicious: 14

Thefts: 4

Traffic Accidents: 0

Traffic Complaints: 5

Traffic Tickets: 6

Traffic Warnings: 28

Trespass: 6

Warrant Contacts: 6

Welfare Checks: 7

Monthly Report Continued:

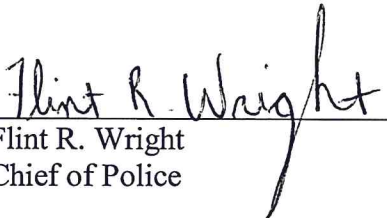
Page 2 of 2

On November 2nd Officer Jeff Cutting, along with a deputy from the Pacific County Sheriff's Department, participated in underage drinking patrols. They patrolled throughout the area and did not locate any underage drinking parties. The overtime for this was paid for by a grant.

I met with Sheriff Johnson and area Police Chiefs on November 4th. We discussed various topics regarding each of our agencies. Also there, was the Chief of Police of Astoria. The need to exchange information back and forth across the river was talked about as well as how to make that happen.

Administrative Assistant Loretta Ostgaard attended training on November 13th. The class was "Terminal Agency Coordinator" training. The training dealt with our access computer which we use to run drivers checks, warrants and criminal histories among other things. She was required to take this class for audit purposes.

On November 30th Officer Tim Mortenson participated in another underage drinking patrol event with the Pacific County Sheriff's Department. No parties were located. Overtime for this event was paid for by a grant.



Flint R. Wright
Chief of Police

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing: 12/9/13
Council Discussion Item: 11/25/13 Council Business Item: 12/9/13

B. Issue/Topic: A resolution updating a Six-Year Capital Facilities Plan.

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. On February 13, 2012, the City of Ilwaco adopted a Six-year Capital Facilities Plan and updated it in December of 2012. The plan helps the city in developing the financing needed for capital expenditures and the construction of public facilities, and in the application for grants and loans from state and federal programs. Some estimated project costs have been updated when compared to the associated plan (water, sewer, streets).

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

- 1.

F. Impacts:

1. Fiscal: While there is no fiscal impact by adopting the resolution, it will set a schedule for applying for funding for the various project listed.
2. Legal: None
3. Personnel: None
4. Service/Delivery: None

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates:

J. Proposed Motion: I move to adopt the proposed resolution updating the Capital Facilities Plan for 2014 through 2019.

**CITY OF ILWACO
RESOLUTION NO. 2013-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2014–2019**

WHEREAS, capital facilities plans are helpful in planning for capital expenditures and for the construction of public facilities; and

WHEREAS, capital facilities plans aid cities in developing the needed financing for capital expenditures and the construction of public facilities, and in the application for grants and loans from state and federal programs; and

WHEREAS, it is the intention of the City Council to revise the Six-Year Capital Facilities Plan on an annual basis and ensure it agrees with other related plans; and

WHEREAS, the City Council did hold a public hearing on the review of the 2014–2019 Capital Facilities Plan on the 9th day of December, 2013; and

WHEREAS, all comments to the 2014–2019 Capital Facilities Plan for capital expenditures and construction of public facilities within its jurisdictional boundaries were considered.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

The City Council of the City of Ilwaco, Washington, approves and adopts the revised and extended Six-Year Capital Facilities Plan for the ensuing six calendar years for the period 2014 through 2019 referenced as Exhibit A and to be updated annually.

Effective Date. This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS 9TH DAY OF DECEMBER, 2013.**

Mike Cassinelli, Mayor

ATTEST:

PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE: December XX, 2013

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2014–2019**

EXHIBIT A

CFP YEAR 2014

Department	Project Title	Cost	Funding Source(s)
City Hall	Roof and Ramp	\$ 20,000	City
Fire	2 nd Floor Flooring	\$ 5,000	City
Sewer	Roof/Siding	\$ 59,200	City
Sewer	Nesadi Drive Sewer Line	\$ 336,000	Public Works Trust Fund loan
Sewer	MaryAnn Avenue	\$ 25,000	City
Stormwater	Quaker from Spruce to Willow	\$ 15,000	City
Streets/Stormwater	Elizabeth	\$ 629,970	Transp. Imp. Board/City
Streets	Sidewalk Improvements	\$ 60,950	Transp. Imp. Board/City
Water	Elizabeth	\$ 160,000	unknown
Water	New Treatment Unit/Control	\$ 940,000	WA Jobs Now Grant – DOH
Water	Backwash Basin Imprvmts.	\$ 99,000	Drinking Water SRF loan
Water	New City Center Reservoir	\$ 1,130,000	Drinking Water SRF loan
Water	Paint Steel Reservoir	\$ 100,000	City

CFP YEAR 2015

Department	Project Title	Cost	Funding Source(s)
Stormwater	Lake Street–Pearl to Advent	\$ 100,000	unknown
Stormwater	State Rt 100–across from A-1	\$ 50,000	unknown
Stormwater	Willow Street	\$ 60,000	unknown
Streets	Advent Avenue –sidewalks	\$ 78,390	TIB submitted
Streets	Advent Avenue SE	\$ 159,120	TIB submitted
Streets	Adelia/Spruce St Cutoff	\$ 496,000	TIB submitted
Streets	Capt. Robert Gray Dr.	\$ 199,290	TIB submitted
Parks	Discovery Trail extension	\$ 273,400	TAP submitted

CFP YEAR 2016

Department	Project Title	Cost	Funding Source(s)
Sewer	Sahalee Sewer & Liftstation	\$ 1,800,000	unknown
Stormwater	Klahanee Drive	\$ 20,000	unknown
Stormwater	Elizabeth Street NE	\$ 130,000	unknown
	Cedar Street NE		
Stormwater	Pearl Street NE	\$ 90,000	unknown
Streets	Hilltop School Route	\$ 506,000	unknown
Streets	Scarboro Lane Improvements	\$ 249,000	unknown
Streets	Lake Street Improvements	\$ 600,000	unknown
Water	Sahalee/Klahanee Waterline	\$ 1,270,530	DWSRF submitted

CFP YEAR 2017

Department	Project Title	Cost	Funding Source(s)
Sewer	Second Street Sewer	\$ 540,000	unknown
Stormwater	Vandalia (Baker Bay)	\$ 2,000,000	unknown
Stormwater	Brumbach retention pond	\$ unknown	unknown
Stormwater	Brumbach Avenue	\$ 35,000	unknown
Stormwater	Second Street	\$ 140,000	unknown
Streets	Pearl & Myrtle Ave	\$ 389,000	unknown
Streets	Ortelius Drive	\$ 344,000	unknown
Streets	Cooks Hill Intersection	\$ unknown	unknown
Streets	Myrtle/Ash/Eagle/ Main/Pearl	\$ 26,064	unknown
Water	China Hill Improvements	\$ unknown	LID
Water	Elizabeth Ave. Waterline	\$ 81,000	unknown

CFP YEAR 2018

Department	Project Title	Cost	Funding Source(s)
Streets	Whealdon Street	\$ 321,000	unknown
Streets	Reservoir Road	\$ 69,000	unknown
Water	Cooks Hill Rd Waterline	\$ 603,000	unknown
Water	Old Railroad Loop	\$ unknown	Developer

CFP YEAR 2019

Department	Project Title	Cost	Funding Source(s)
Sewer	Baker Bay	\$ 2,575,000	unknown
Streets	Vandalia Cul-de-sacs	\$ 126,000	unknown
Streets	Main Street	\$ 218,000	unknown
Water	Whealdon St Booster Station	\$ 133,000	unknown
Water	Stringtown Loop	\$ unknown	Developer

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE
SIX-YEAR CAPITAL FACILITIES PLAN FOR THE PERIOD 2013–2018.**

EXHIBIT A

CFP YEAR 2013

Department	Project Title	Cost	Funding Source(s)
Streets	Brumbach	\$ 99,754	Transp. Imp. Board grant/City
Water	Backwash Basin Imprvmnts.	\$ 99,000	Drinking Water SRF loan
Water	New Indian Creek Reservoir	\$ 585,000	Drinking Water SRF loan
Water	New City Center Reservoir	\$ 1,130,000	Drinking Water SRF loan
Water	Paint Steel Reservoir	\$ 100,000	City
Sewer	Roof/Siding/Parking Lot	\$ 73,000	City
Fire	2 nd Floor Flooring	\$ 5,000	City
Streets	Sidewalk Improvements	\$ 60,950	Transp. Imp. Board/City
Water	New Treatment Unit/Control	\$ 940,000	WA Jobs Now Grant - DOH
Sewer	First Avenue Sewer Line	\$ 794,000	WA DOE SRF loan (federal)
Sewer	Nesadi Drive Sewer Line	\$ 336,000	Public Works Trust Fund loan
Sewer	Eliza Avenue	\$ 25,000	City
City Hall	Roof and Ramp	\$ 20,000	City
Water	Culverts - watershed	\$ 30,000	WA DOH grant (federal)

CFP YEAR 2014

Department	Project Title	Cost	Funding Source(s)
Streets	Adelia/Spruce St Cutoff	\$ 496,000	unknown
Sewer	MaryAnn Avenue	\$ 87,000	unknown
Stormwater	Lake Street - Pearl to Advent	\$ 100,000	unknown
Stormwater	State Rt 100 – across from A-1	\$ 50,000	unknown
Stormwater	Willow Street	\$ 60,000	unknown
Streets/Stormwater	Elizabeth	\$ 629,970	Transp. Imp. Board/City
Streets	Capt. Robert Gray Dr.	\$ 124,925	unknown
Streets	Scarboro Lane Improvements	\$ 249,000	unknown
Streets	Lake Street Improvements	\$ 600,000	unknown
Streets	Pearl & Myrtle Ave	\$ 389,000	unknown

CFP YEAR 2015

Department	Project Title	Cost	Funding Source(s)
Sewer	Sahalee Sewer & Liftstation	\$ 1,657,700	unknown
Water	Sahalee & Klahanee Waterline	\$ 837,000	Public Works Trust Fund loan
Stormwater	Klahanee Drive	\$ 20,000	unknown
Stormwater	Elizabeth Street NE/ Cedar Street NE	\$ 130,000	unknown
Stormwater	Pearl Street NE	\$ 90,000	unknown
Streets	Hilltop School Route	\$ 506,000	unknown
Streets	Ortelius Drive	\$ 344,000	unknown
Streets	Whealdon Street	\$ 121,000	unknown
Water	China Hill Improvements	\$ unknown	LID

CFP YEAR 2016

Department	Project Title	Cost	Funding Source(s)
Streets	Vandalia Cul-de-sacs	\$ 126,000	unknown
Stormwater	Vandalia (Baker Bay)	\$ 2,000,000	unknown
Stormwater	Brumbach retention pond	\$ unknown	unknown
Stormwater	Brumbach Avenue	\$ 35,000	unknown
Stormwater	Second Street	\$ 140,000	unknown
Water	Elizabeth Ave. Waterline	\$ 81,000	unknown
Sewer	Second Street Sewer	\$ 540,000	unknown
Streets	Reservoir Road	\$ 69,000	unknown
Streets	Main Street	\$ 6,000	unknown

CFP YEAR 2017

Department	Project Title	Cost	Funding Source(s)
Streets	Advent/Myrtle/Ash/Eagle/ Main/Pearl	\$ 26,064	unknown
Streets	Cooks Hill Intersection	\$ unknown	unknown
Sewer	Baker Bay	\$ 2,575,000	unknown
Water	Whealdon St Booster Station	\$ 133,000	unknown
Water	Stringtown Loop	\$ unknown	Developer
Water	Cooks Hill Rd Waterline	\$ 603,000	unknown
Water	Old Railroad Loop	\$ unknown	Developer

**CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING**

- A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 11/25/13 Council Business Item: 12/9/13
- B. Issue/Topic: **Contracts for Municipal Court Judge and Prosecuting Attorney**
- C. Sponsor(s):
 1. Gary Forner 2. Jon Chambreau
- D. Background (overview of why issue is before council):
 1. Michael Turner was appointed the city's Municipal Court Judge and William Penoyar was appointed prosecuting attorney in 2012. At council's request, the appointments were through the end of 2013, to complete the unexpired terms of the previous judge and prosecuting attorney. These are both contract renewals.
 2. The defense attorney contract executed in 2012 automatically renews for successive one-year terms unless terminated, so it does not need to be renewed.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
 1.
- F. Impacts:
 1. Fiscal: \$412.00 per month each
 2. Legal: Contracts were reviewed by City Attorney Heather Reynolds in 2012.
 3. Personnel:
 4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments: None
- I. Time Constraints/Due Dates: Mr. Penoyar's contract with Long Beach begins September 1, 2012
- J. Proposed Motion: **I move to confirm the mayor's appointment of Michael Turner as Ilwaco's Municipal Court Judge and authorize the mayor to enter into a contractual agreement for the city's prosecuting attorney services.**

I move to confirm the mayor's appointment of William Penoyar as Ilwaco's Prosecuting Attorney and authorize the mayor to enter into a contractual agreement for the city's prosecuting attorney services.



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**PROSECUTING ATTORNEY
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement, made and entered into this ____ day of _____, 2013, by and between the City of Ilwaco, Washington, a Municipal Corporation of the State of Washington, hereinafter called CITY, and William Penoyar, hereinafter called PROSECUTOR.

Witnesseth:

WHEREAS, the CITY wishes to appoint a skilled and trained individual to serve as Prosecuting Attorney for the Municipal Court; and

WHEREAS, the PROSECUTOR is trained in the legal profession and experienced as a prosecutor, possesses technical and professional expertise and is qualified to perform the services and tasks set forth in the agreement.

WHEREAS, the CITY is responsible for the prosecution, adjudication, sentencing and incarceration of misdemeanor and gross misdemeanor offenses committed by adults within the CITY's jurisdiction, and referred by the CITY's respective law enforcement agencies, whether filed under state law or city ordinance, and must carry out these responsibilities through the use of the CITY's own courts, staff and facilities, or by entering into contracts or interlocal agreements to provide these services.

NOW THEREFORE, in consideration of the terms, conditions and covenants contained herein, the CITY and the PROSECUTOR agree as follows:

SCOPE OF SERVICES

In accordance with RCW 39.34.180, the PROSECUTOR is appointed by the mayor as the Ilwaco Prosecuting Attorney. The PROSECUTOR agrees to provide his services as Ilwaco

Prosecuting Attorney, which court is held in the Long Beach Municipal Court, County of Pacific, State of Washington.

DURATION

The term of the Agreement shall begin January 1, 2014, and shall terminate on December 31, 2014. The contract shall automatically renew for successive one-year terms unless terminated by either party. In the event the CITY reorganizes or disbands the Municipal Court, the CITY may terminate this agreement with thirty (30) days written notice to the PROSECUTOR.

COMPENSATION

For services rendered pursuant to this agreement, the CITY will pay the PROSECUTOR \$412 per month for his services as Prosecuting Attorney. The parties agree to renegotiate compensation on an annual basis.

The PROSECUTOR is an independent contractor and is not entitled to any benefits enjoyed by the CITY's regular full- or part-time employees. The PROSECUTOR, as an independent contractor, waives any claim in nature of a tax, charge, cost or employee benefit, which would attach if the PROSECUTOR were held to be an employee of the CITY.

The PROSECUTOR will pay applicable federal, state, county or municipal business or employee taxes, which may be due as a result of this Agreement. The CITY will pay applicable federal taxes as may be due as a result of this Agreement.

COMPLIANCE WITH LAWS

The PROSECUTOR, in the performance of this Agreement, shall comply with applicable federal, state and local laws and ordinances, including regulations for licensing, certification, accreditation and any other standards necessary to ensure quality of services.

NON-DELEGATION

The services to be furnished under the terms of this Agreement shall be performed by the PROSECUTOR personally, and shall not be delegated or subcontracted in whole or in part without the express consent of the mayor of the CITY. The PROSECUTOR shall have authority to appoint a prosecuting attorney pro-tem when needed.

HOLD HARMLESS AND INDEMNIFICATION

The PROSECUTOR shall indemnify and hold the CITY and its agents, employees and officers harmless from any and all claims, demands, suits at law or equity, actions, penalties, losses, damages or costs of whatsoever kind of nature, brought against the CITY arising from the Agreement.

WAIVER

The failure of the CITY or the PROSECUTOR to seek redress for violation of or to insist upon the strict performance of any covenant or condition of this Agreement shall not prevent a subsequent act that would have originally constituted a violation from having all the force and effect of an original violation.

CHOICE OF LAW, VENUE AND SEVERABILITY

This Agreement shall be construed in accordance with the substantive law of the State of Washington. If action is brought to enforce this Agreement, it shall be filed in Pacific County, Washington. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto, supersedes all existing agreements between them, and cannot be changed or terminated except by a written agreement signed by the parties.

MUNICIPAL COURT PROSECUTOR

CITY OF ILWACO

William Penoyar

Mike Cassinelli, Mayor



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MUNICIPAL COURT JUDGE CONTRACT FOR PROFESSIONAL SERVICES

This agreement, made and entered into this ____ day of _____, 2013, by and between the City of Ilwaco, Washington, a Municipal Corporation of the State of Washington, hereinafter called CITY, and Michael S. Turner, hereinafter called JUDGE.

Witnesseth:

WHEREAS, the CITY wishes to appoint a skilled and trained individual to serve as judge for the Municipal Court; and

WHEREAS, the JUDGE is trained in the legal profession and experienced as a judge, possesses technical and professional expertise and is qualified to perform the services and tasks set forth in the agreement.

NOW THEREFORE, in consideration of the terms, conditions and covenants contained herein, the CITY and the JUDGE agree as follows:

SCOPE OF SERVICES

In accordance with RCW 3.50.093, the JUDGE is appointed by the mayor for remainder of Elizabeth Penoyar's unexpired four-year term as Ilwaco Municipal Court Judge. The JUDGE agrees to provide his services as Ilwaco Municipal Court Judge, which court is held in the Long Beach Municipal Court, County of Pacific, State of Washington.

DURATION

The term of the Agreement shall begin January 1, 2014, and shall terminate on December 31, 2014. The contract shall automatically renew for successive one-year terms unless terminated by either party. In the event the CITY reorganizes or disbands the Municipal Court, the CITY may terminate this agreement with thirty (30) days written notice to the JUDGE.

COMPENSATION

For services rendered pursuant to this agreement, the CITY will pay the JUDGE \$412.00 per month for his services as Municipal Court Judge.

The JUDGE is an independent contractor and is not entitled to any benefits enjoyed by the CITY's regular full- or part-time employees. The JUDGE, as an independent contractor, waives any claim in nature of a tax, charge, cost or employee benefit, which would attach if the JUDGE were held to be an employee of the CITY.

The JUDGE will pay applicable federal, state, county or municipal business or employee taxes, which may be due as a result of this Agreement. The CITY will pay applicable federal taxes as may be due as a result of this Agreement.

COMPLIANCE WITH LAWS

The JUDGE, in the performance of this Agreement, shall comply with applicable federal, state and local laws and ordinances, including regulations for licensing, certification, accreditation and any other standards necessary to ensure quality of services.

NON-DELEGATION

The services to be furnished under the terms of this Agreement shall be performed by the JUDGE personally, and shall not be delegated or subcontracted in whole or in part without the express consent of the mayor of the CITY. The JUDGE shall have authority to appoint a judge pro-tem when needed.

HOLD HARMLESS AND INDEMNIFICATION

The JUDGE shall indemnify and hold the CITY and its agents, employees and officers harmless from any and all claims, demands, suits at law or equity, actions, penalties, losses, damages or costs of whatsoever kind of nature, brought against the CITY arising from the Agreement.

WAIVER

The failure of the CITY or the JUDGE to seek redress for violation of or to insist upon the strict performance of any covenant or condition of this Agreement shall not prevent a subsequent act that would have originally constituted a violation from having all the force and effect of an original violation.

CHOICE OF LAW, VENUE AND SEVERABILITY

This Agreement shall be construed in accordance with the substantive law of the State of Washington. If action is brought to enforce this Agreement, it shall be filed in Pacific County, Washington. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto, supersedes all existing agreements between them, and cannot be changed or terminated except by a written agreement signed by the parties.

MUNICIPAL COURT JUDGE

CITY OF ILWACO

Michael S. Turner

Mike Cassinelli, Mayor

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 11/25/11 Council Business Item: 12/9/13
- B. Issue/Topic: **Engineering Supplement No. 1 for Elizabeth Street Improvements**
- C. Sponsor(s):
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
1. Under the terms and conditions of the interlocal agreement and grant from the Transportation Improvement Board (TIB), the city must increase the right-of-way for two parcels to accommodate improvements on Elizabeth Street. The amendment is for Gray & Osborne to prepare legal descriptions and exhibits for two parcels.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
1. TIB has approved proceeding with the amendment..
- F. Impacts:
1. Fiscal: \$1,317
2. Legal: Heather Reynolds will prepare the documents for the proposed right-of-way.
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments:
1.
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to approve the mayor to execute the proposed Engineering Supplement No. 1 for right-of-way work for the Elizabeth Street Improvements (TIB No. 6-W-969(003)-1).**



Transportation Improvement Board
Consultant Supplemental Agreement

Agency	City of Ilwaco	Project Number	TIB #6-W-969(003)-1
Project Name	Elizabeth Street Improvements (SR 101 to Howerton Way)		
Consulting Firm	Gray & Osborne, Inc.		
Supplement Phase	Supplement No. 1: Design Phase		

The Local Agency of Ilwaco, Washington desires to supplement the design agreement entered into with Gray & Osborne, Inc. and originally executed on February 19, 2013.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

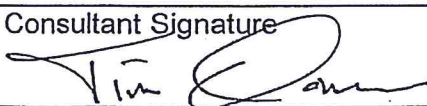
The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include preparing legal descriptions and exhibits for two parcels (Tax Parcel #73038013005 (Maynard) and #73031018001 (Port of Ilwaco)).

Section IV, **TIME FOR BEGINNING AND COMPLETION**, the Completion Date is revised to read:
Remains Unchanged

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1 (shown herein)
MAXIMUM AMOUNT PAYABLE \$1,317.00

If you concur with this supplement and agree to the changes as stated herein, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature 	Date 11/08/13



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT A-1

	Original Agreement (Design Phase)	Supplement No. 1 (Contract Extension)	Total
Direct Salary Cost	\$18,544	\$ 409	\$18,953
Overhead (including Payroll Additives)	\$33,379	\$ 736	\$34,115
Direct Non-salary Costs	\$11,789	\$ 0	\$11,789
Fixed Fee	\$ 7,788	\$ 172	\$ 7,960
Total	\$71,500	\$1,317	\$72,817



Consultant Supplemental Agreement

EXHIBIT B-1 (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by: Tamara Nack, P.E.					Date: November 8, 2013	
Project: Elizabeth Street Improvements (SR 101 to Howerton Way)						
Classification	Manhours		Rate		Cost	
Project Manager	1	X	\$33 to \$56	=	\$ 49	
PLS	10	X	\$18 to \$36	=	\$ 360	
		X		=		
		X		=		
		X		=		
TOTAL DSC						\$ 409
OH Rate x DSC		180.00%	X	\$409	=	\$ 736
FIXED FEE						
FF Rate x DSC		42%	X	\$409	=	\$ 172
REIMBURSABLE						
Printing per diem, Misc. Expenses, and Travel						\$ 0
GRAND TOTAL						
						\$1,317

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 11/25/13 Council Business Item: 12/9/13

B. Issue/Topic: Private sewer lines—definitions, process and responsibilities

C. Sponsor(s):

1. Fred Marshall 2.

D. Background (overview of why issue is before council):

1. The term “side sewer” is used in the Ilwaco Municipal Code (“IMC”), but it is not defined.
2. The term “private sewer lines” is being used in important business discussions in the City government and with constituents. Yet, “private sewer lines” are not defined in the IMC. This lack of definition has led to misunderstandings and confusion.
3. The existence of private sewer lines is not documented. Accordingly, they cannot be reviewed or understood, and cannot be referred to for corrective actions.
4. New construction of private sewer lines is currently ad hoc.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. It appears that some simple definitions, process and responsibilities can be established that will clear up the status quo and the intent of the City Council in this regard. Discussion leading to enactment can be focused on these critical matters.
2. No change from working definitions or current responsibilities is envisioned or intended in this proposed legislation.
3. New construction of private sewer mains should meet City standards and become part of the wastewater utility. This eliminates future installation of substandard sewer mains.
4. Section 1 introduces definitions for “Side sewer” and for “Private sewer main.”
5. Section 2 does not strike any existing language in the IMC, and introduces new language for the IMC that deals with process and responsibilities to set standards for construction of private sewer mains, match current practice regarding maintenance of private sewer mains, requires a City inventory of private sewer mains and utility assumption of new construction private sewer mains.

F. Impacts:

1. Fiscal:
2. Legal: City attorney has not reviewed ordinance.
3. Personnel:

4. Service/Delivery:

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

1. City engineer is currently in the process of reviewing the ordinance.

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to adopt the proposed ordinance defining side sewers and private sewer mains, and establishing processes and responsibilities for private sewer mains.**

**CITY OF ILWACO
ORDINANCE NO. XXX**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, AMENDING ILWACO MUNICIPAL CODE CHAPTER 15.04, DEFINITIONS, AND 15.76, UTILITIES, REGARDING PRIVATE SEWER MAINS AND SIDE SEWERS

WHEREAS, the City of Ilwaco wastewater utility owns and maintains a wastewater collection system that includes sewer mains, manholes, lift stations, etc.; and

WHEREAS, the Ilwaco Municipal Code refers to “side sewers,” but has no definition for side sewers; and

WHEREAS, the city administration has identified certain “private” sewer mains not necessarily built to city standards or turned over to the city, which appears to classify them as “side sewers” that are the responsibility of the property owners, while “private sewer mains” are not defined in the Ilwaco Municipal Code as “private sewer mains;” and

WHEREAS, there has been there has been a lack of adherence to the city standards for specifying and permitting the installation of sewer mains by private developers; and

WHEREAS, nonstandard sewer main installations in the city has led to a substantial number of non-complying sewer mains, which are deemed “private;” and

WHEREAS, the existence of private sewer mains is not reflected as any type of encumbrance upon land parcels to the potential disadvantage to the property owners; and,

WHEREAS, the ambiguity of the situation has created some confusion and frustration on the part of property owners; and

WHEREAS, the City Council recognizes the need for clarity of such situations, the precision of language used and efficiency of city staff processes; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 15.04, Definitions, is amended to read as follows:

13.04.005 Definitions.

As used in this chapter and Chapter 15.04:

“Private sewer main” means a privately owned and maintained sewer main, which may have any of the following characteristics:

1. Sewer lines running generally along a city street or platted city right of way or established utility easement, whether improved or not.

2. Sewer lines connected or connectable to receive wastewater from adjacent parcels, whether improved or not.

3. Sewer lines that discharge into an established city sewer main either directly or through another private sewer main.

“Side sewer” means a sewer connection between a building and the nearest or most accessible sewer main, whether public or private.

Section 2. Section 15.76, Utilities, is amended to read as follows:

Chapter 15.76

UTILITIES

Sections:

Article II. Sewer

- 15.76.060 Construction standards and specifications.**
- 15.76.070 Serving lots with sewage disposal systems.**
- 15.76.080 Sewage disposal facilities required before construction is complete.**
- 15.76.090 Compliance with standards.**
- 15.76.100 Conveyance of facilities to the city.**
- 15.76.110 Side sewer permits required.**
- 15.76.116 New private sewer mains must meet city standards for sewer mains.**
- 15.76.117 New private sewer mains to become part of the city wastewater utility.**
- 15.76.118 City to maintain a list of existing private sewer mains.**
- 15.76.120 Costs of side sewer borne by owner.**
- 15.76.122 Costs of private sewer main repairs borne by owner.**
- 15.76.130 Side sewer permitting process.**
- 15.76.140 Side sewer contractor registration required.**
- 15.76.150 Each side sewer to have individual side sewer connection, unless exception granted.**
- 15.76.160 Protection of excavations—Restoration of public property.**

15.76.110 Side sewer permits required.

A. A developer must obtain a side sewer permit for any connection to the city sewer system.

B. A permit which includes side sewer work in a public area or the connection with or opening into any public sewer other than through the normal connection point of a “Y,” “T,” or stub, will only be issued to a registered side sewer contractor or qualified city employee.

C. A permit which includes side sewer work on private property will only be issued to:

1. The owner of the property (but such permit does not allow the owner to connect the side sewer to a public sewer except through the normal opening of a “Y,” “T,” or stub under the supervision of the city engineer or his representative);

2. A registered sewer contractor; or
3. A qualified city employee.
- D. Side sewer permits are not transferable. No authorized person, including any sewer contractor or qualified city employee, may lay any pipe pursuant to any other person's permit.
- E. No permit will be issued for side sewer connection before the main sewer is accepted by the city. (Ord. 627 (part), 1999)

15.76.115 Private sewer main permits required

A. A developer must obtain a permit for any private sewer main installation (generally in a city right of way, whether improved or unimproved, or in an established utility easement on private property) and connection to the city sewer system. Permits will be issued in accordance with the requirements of 15.76.116.

B. A permit that includes sewer main installation in a public area or the connection with or opening into any public sewer will only be issued to a registered sewer contractor or qualified city employee.

C. A permit for sewer main installation on private property will only be issued if there is a city-approved, established and recorded public utility easement.

D. Sewer main installation permits are not transferable. No authorized person, including any sewer contractor or qualified city employee, may lay any pipe pursuant to any other person's permit.

E. The development must indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of a private sewer main.

15.76.116 New private sewer mains must meet city standards for sewer mains

Sewer main installation permits must be based on a design that meets all city requirements as reviewed and approved by the city engineer. This requirement includes, and is not limited to, location, materials, manholes and other similar accessibility for maintenance.

15.76.117 New private sewer mains to become part of the city wastewater utility

Upon completion of construction and acceptance by the city, the city shall take ownership and responsibility for private sewer mains constructed after March 1, 2014, and said mains shall meet all city standards and requirements per Section 15.75.116.

15.76.118 City to maintain a list of existing private sewer mains

The city shall maintain a list of existing private sewer mains discharging either directly or indirectly into the city wastewater collection system.

15.76.120 Costs of side sewer borne by owner.

A. The property owner must pay all costs and expenses related to the installation and connection of the side sewer, as well as the cost of repairs when:

1. There is a break or blockage in the side sewer within private property or within the building plumbing.

2. The blockage is located within the public right-of-way or easement and is caused by one (1) or more of the following:

a. Roots from trees or shrubs located outside public right-of-way or easements.
b. Side sewer or mainline is blocked from sewage contents originating from private property.

c. Side sewer within the public right-of-way or easement is blocked by debris originating from a break in the side sewer within private property.

d. An investigation revealed that the source of the blockage originated from private property including adjacent private properties.

B. The owner must indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of the side sewer. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999)

15.76.122 Costs of private sewer main repairs borne by owner.

A. The property owners with side sewers connecting to a private sewer main must pay all costs and expenses related to the repairs of the private sewer main, including any necessary resulting repairs, meeting city standards, to sidewalks and streets.

B. The owner must indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of the private sewer main.

C. Any agency or entity performing maintenance and construction of streets, sidewalks, pipelines and similar activities that cause damage to the integrity of a private sewer line shall pay all costs and expenses related to the repairs of the private sewer line.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS _____ DAY OF _____, 2013.

Mike Cassinelli, Mayor

ATTEST:

PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: Month date, Year

EFFECTIVE: Month date, Year

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 12/9/13 Council Business Item: 12/23/13

B. Issue/Topic: **Trusty Boundary Line Adjustment (BLA 13-0001)**

C. Sponsor(s):

1. Mike Cassinelli
2. Ryan Crater

D. Background (overview of why issue is before council):

1. Leland and Hillary Trusty have applied for a boundary line adjustment per the attached application.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. See city planner's attached staff report

F. Impacts:

1. Fiscal: n/a
2. Legal: City planner has concluded BLA is consistent with the city's development regulations and zoning standards.
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

1. See city planner's attached staff report

I. Time Constraints/Due Dates: None

J. Proposed Motion: **I move to approve the proposed boundary line adjustment for Leland and Hillary Trusty.**



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November 21, 2013

To: Ilwaco City Council
From: Ryan E. Crater, City Planner
Re: Trusty Boundary Line Adjustment (BLA13-0001)

This boundary line adjustment report is regarding a request by Mr. and Mrs. Trusty to detach a strip of land 30 feet by 315 feet in dimension from parcel number 10113423018 (18) and attach it to parcel's 100113423019 (19) and 10113423020 (20). The 30 foot by 315 foot strip of land was not included in the sale of parcel 18 to Mr. and Mrs. McMullen from Mr. and Mrs. Trusty. Exhibit A of the Statutory Warranty Deed dated October 3, 2013 describes parcel number 18 as not including the south strip of land. The approval of this request would create one large lot by combining the two parcels and the 30 foot by 315 foot strip of land. Below are staff findings, conclusions, and recommendations pursuant to Ilwaco Municipal Code (IMC) 15.92.

PROPOSAL:

Mr. and Mrs. Trusty are requesting to combine the following tax parcels and strip of land attached to parcel number 10113423018 to create one new tax lot:

1. 30 foot by 315 foot strip of land attached to the south portion of tax parcel number 10113423018.
2. Tax parcel number 10113423019.
3. Tax parcel number 10113423020.

Combining the above listed tracts into one tax parcel will create lot that will be approximately 19,602 square feet in size. The above tracks are owned by Mr. and Mrs. Trusty.

ZONING:

The properties in question are within an area zoned as R-1 Single Family Residential District. The minimum lot size for R-1 zoned property is listed in Title 15.26.040(A) as being 6,000 square feet.

The proposed boundary line adjustments (BLA) will not create parcel less than 6,000 square feet. The approval of these boundary line adjustments would result in the creation of one lot that will be approximately 19,602 square feet in size. No new lots would be created upon approval of this BLA. The newly created lot will not create a future situation for a variance request to setbacks from adjacent property lines if approved.

FINDINGS:

As required by IMC 15.92.030, the applicants submitted all required application materials and application fee for the proposed boundary line adjustment.

This application is exempt from SEPA review.

The applicant has provided all necessary information required for a consideration of approval as listed in Title 15, Chapter 15.92.030 (1 – 5).

No structures are constructed on any of the three tracts. The approval of this BLA would not create a non-conforming situation regarding single family homes or similar legal structures.

All subject tracts are designated as Low Density Residential by the City of Ilwaco Comprehensive Plan. The proposed boundary line adjustment is consistent with the City of Ilwaco Comprehensive Plan.

All subject tracts are zoned R-1, Single Family Residential. Minimum lot size in the R-1 zoning district for new lots is 6,000 square feet. The newly created lot would exceed this zoning standard and would not create a situation for a future variance request from property line setbacks.

The proposed project is consistent with the City of Ilwaco Comprehensive Plan.

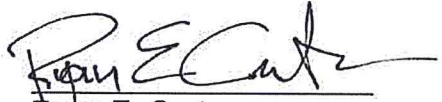
The proposed project is consistent with the City of Ilwaco Unified Development Ordinance (Title 15) of the Ilwaco Municipal Code.

CONCLUSIONS:

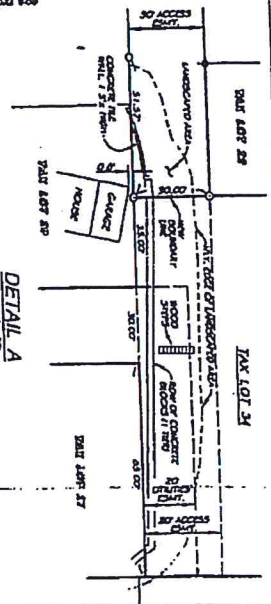
Adjusting the property lines of the subject tracts above would not result in any new tracts being created. The newly created lot would remain consistent with the city's development regulations and zoning standards found in Title 15 (Unified Development Regulations).

RECOMMENDATION

Staff recommends that City Council approve the proposed boundary line adjustment. No special conditions beyond the requirements of the city code are necessary.

 11-21-13

Ryan E. Crater
Planner – City of Ilwaco



100

[illegible]

PARLOT MATERIAL	PACET VARIETY	50. FT. ACRES	50. FT. ACRES
3	10113423003	10,000	0.83
7	10113423007	7,500	0.17
10	10113423010	87,718	0.64
34	10113423034	66,800	1.54

1 THE SURVEY MAY NOT ADDRESS ALL OF THESE AND IS NOT INTENDED TO BE EXHAUSTIVE. RESOURCES, OBSERVATIONS OR DATA SOURCES OR RECORDS WHICH MAY AFFECT THE RESULTS SHOWN HEREON

TAX LOTS 5, 7, 10 & 34, SECTION 34, T10 N, R11 W, WAT
PORTIONS OF THE AURAY & WHEALDON 10-ACRE TRACT
WITHIN THE ESTATE OF ISAAC WHEALDON.

PACIFIC COUNTY, WASHINGTON
FOR HOPKINS, LUNDQUIST, TRUSTY & HANSEN

SW 1/4	CR 1/4	MY 1/4	34	10 N	11 W	SHEET 1 of 2
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QUEST 23. FURTHER 60. LPTA 312340

W.A. RUEF COMPANY
LAND SURVEYING

DATE 23 FEB 68
REF ID: A66340

GUY GLENN LAW FIRM

**Guy M. Glenn
Nathan L. Needham**

RECEIVED NOV - 1 2013

12305 Sandridge Road
Long Beach, WA 98631
(360) 642-2332
Fax (360) 642-8701

**gglennlb@willapabay.org
nneedham@willapabay.org**

October 17, 2013

City of Ilwaco
Attn: PJ Kezele, Deputy City Clerk
P.O. Box 548
Ilwaco, WA 98624

**Re: Boundary Line Adjustment
Trust Boundary Line Adjustment
Effective Parcels: 10113423018; 10113423019 & 10113423020**

Dear Ms. Kezele:

Enclosed please find the following requested documents:

1. Master Planning Permit Application Form,
2. Vicinity Map,
3. Statutory Warranty Deed providing proof of ownership to Parcel Number 10113423018
4. Quit Claim Deed providing proof of ownership to Parcel Number(s) 10113423019 & 10113423020
5. Pacific County Tax Sifter Treasurer's page providing proof that taxes have been paid in full for all 3 parcels for tax year 2013
6. Permit fee in the amount of \$250.00.

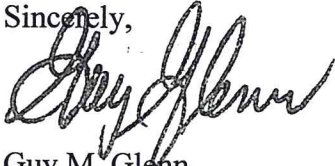
In addition, we have enclosed the Quit Claim Deed dated December 3, 2009, which describes the strip of land that is attached to Tax Lot 18 and runs from Tax Lot 18 to Tax Lot 22.

Mr. and Mrs. Trusty are requesting a boundary line adjustment to remove ownership of the strip of land described on the Quit Claim Deed dated December 3, 2009 from Parcel Number 10113423018 in order to attach it to Parcel Numbers 10113423019 and 10113423020.

Mr. Finlay originally contacted the City of Ilwaco on September 3, 2013 with regard to this matter. Our office will now be handling this matter for our client's, Leland G. Trusty, Jr. and Hillary S. Trusty.

If you need any additional information, please let us know. We look forward to your response to our client's Boundary Line Adjustment request.

Sincerely,

A handwritten signature in black ink, appearing to read "Guy Glenn", written over the word "Sincerely,".

Guy M. Glenn
Attorney at Law
Guy Glenn Law Firm

GMG/bd

Enc.

**FOR CITY USE ONLY**

Date Received

Fee Paid

Type of Fee

Receipt #

Received By

MASTER PLANNING PERMIT APPLICATION FORM

Application form must be accompanied by a submittal checklist for specific type of application and all application fees.

GENERAL INFORMATION

Type of Application	BOUNDARY LINE ADJUSTMENT
Name of Project	TRUSTY BOUNDARY LINE ADJUSTMENT

APPLICANT

Name/Company	LELAND G. TRUSTY, JR. AND HILLARY S. TRUSTY		
Address	P.O. BOX 187	City/State/Zip	SEAVIEW, WA 98644
Telephone		Cell Phone	503-791-0186
Fax		Email	
If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make applications?			
Applicant's Signature		Date	

REPRESENTATIVE (If different from Applicant)

Name/Company	GUY GLENN LAW FIRM		
Address	12305 SANDRIDGE RD.	City/State/Zip	LONG BEACH, WA 98631
Telephone	360-642-2332	Cell Phone	
Fax	360-642-8701	Email	gglennlb@willapabay. rg

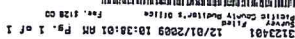
CONTACT PERSON/ENTITY (designate a single person/entity to receive determinations and notices from the city.)

Name	GUY M. GLENN		
Address	12305 SANDRIDGE RD.	City/State/Zip	LONG BEACH, WA 98631
Telephone	360-642-2332	Cell Phone	
Fax	360-642-8701	Email	gglennlb@willapabay. rg

OWNER(S) (If different from Applicant)			
Name	SAME AS APPLICANT		
Address			
City/State/Zip			
Telephone		Fax	
Email			
We, the undersigned, grant the applicant permission to use our property in the manner described in this application.			
Owner's Signature		Date	
Owner's Signature		Date	
Owner's Signature		Date	

PROPERTY INFORMATION	
Property Address/Location	LOT 18; 122 COUGAR TROT DR.
Assessor Parcel Nos.	10113423018
Current Zoning	
Current Land Use	
Proposed Land Use	SAME

LEGAL/FINANCIAL RESPONSIBILITY			
<p>We, the undersigned, attest under penalty of perjury that the information in this application is true and accurate. We also acknowledge that it is our responsibility to understand and comply with all applicable federal, state and local regulations. Further, we agree that we shall be financially responsible for any and all engineering and planning services or other professional consulting/legal services deemed necessary by the city for the complete permit and plan review. These additional fees, if any, shall be paid in full prior to final signing of any permits, final plats, mylars, etc. (IMC 15-08-065).</p>			
Signature	<i>Shelley's Trust</i>	Date	10/21/13
Signature	<i>Delbert H. H. Jr.</i>	Date	10-21-13
Signature		Date	



ASSESSOR'S PARCEL NOS. & AREAS					
TAX LOT NUMBER	PARCEL NUMBER	OLD AREA SQ. FT.	ACRES	NEW AREA SQ. FT.	ACRES
5	10113423005	10,000	0.23	24,400	0.56
7	10113423007	7,500	0.17	10,500	0.24
10	10113423010	27,712	0.64	37,012	0.85
		45,212	1.04	72,912	1.66

NOTES

1. THIS SURVEY MAY NOT NECESSARILY SHOW AND IS NOT INTENDED TO SHOW ALL EASEMENTS, RESTRICTIONS, RESERVATIONS OR ENCUMBRANCES OF RECORD WHICH MAY AFFECT THE PARCELS SHOWN HEREON.

2. THIS SURVEY WAS PERFORMED BY FIELD TRAVERSE METHOD USING A 5" TOTAL

BASIS OF BEARINGS:
QUANTITY IN BOOK IS PAGE 161

SCALE: 1" = 60'

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 1st DAY OF Dec, 2009
OF SURVEYS AT PAGE 54
AT THE REQUEST OF WAIVER A. RIFE, FEE NO. 21721161

PAT M. GARDNER
PACIFIC COUNTY AUDITOR

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE SURVEY RECORDING ACT AT THE REQUEST OF GLEN HANSEN IN JUNE, 2009.

WALTER A. RUEF, P.L.S.
CERTIFICATE NO. 36810

12-01-009
DATE

MAKING A PLAN

W.A. RUEF COMPANY

LAND SURVEYING
P.O. BOX 225
SOUTH BEND, WA 98586
360-875-0007 fax: 360-875-0008

A BOUNDARY LINE ADJUSTMENT SURVEY

TAX LOTS 5, 7, 18 & 34, SECTION 34, T 10 N, R 11 W, W.M.
PORTIONS OF THE MARY A. WHEALDON 10-ACRE TRACT
WITHIN THE ESTATE OF ISAAC WHEALDON,
PACIFIC COUNTY, WASHINGTON

D WITHIN:	SECTION	TOWNSHIP	RANGE	JOB NO.
NW 1/4 OF THE	34	10 N	11 W	09- SWEET 1

BOOK 73 PAGE 54 A.F.N. 3172401

3-2-73

PACIFIC COUNTY TITLE COMPANY

88951

When recorded return to:
THAD A. MCMULLEN
P.O. Box 1099
South Bend, WA 98586
Escrow No.:00088951

THIS IS TO CERTIFY THAT TRANSACTION	
TAX IN THE SUM OF \$	3947.40
HAS BEEN PAID ON THE WITHIN INSTRUMENT.	
Technology Fee \$	5.00
See Rec. No.	085380
Date:	10-10-13
PACIFIC COUNTY TREASURER	

Statutory Warranty Deed

THE GRANTOR L. GLENN TRUSTY JR. and HILLARY S. TRUSTY, Husband and Wife for and in consideration of Ten Dollars and other valuable consideration in hand paid, conveys and warrants to THAD A. MCMULLEN and TAMMY J. MCMULLEN, a married couple the following described real estate, situated in the County of PACIFIC, State of Washington:

Abbreviated Legal Description: PTN TAX 18 IL IN 34-10-11 UNSEG

See Exhibit A attached hereto and made a part hereof.

SUBJECT TO covenants, conditions, restrictions, easements and other matters of record, if any.

Tax Parcel Number(s): 10113423018 UNSEG

Dated this 03rd day of October, 2013

L. GLENN TRUSTY JR.

HILLARY S. TRUSTY

STATE OF Washington
COUNTY OF Pacific } ss

I certify that I know or have satisfactory evidence that L. GLENN TRUSTY JR. and HILLARY S. TRUSTY are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: 10-3-2013

Debbie Aust
Notary Public in and for the State of Wash.
Residing at Raymond
My appointment expires: 10-09-13

Exhibit A

Parcel 1:

Commencing at the intersection of the West line of Quaker Street with the North line of Fir Street;
thence East 60 feet;
thence North 60 feet;
thence East 235 feet to the point of beginning;
thence North 200 feet;
thence East 125 feet;
thence South 200 feet;
thence West 125 feet to the point of beginning.
Being a portion of Section 34, Township 10 North, Range 11 West, W.M., Pacific County,
Washington.

TOGETHERWITH easement for ingress and egress as shown under Auditor's File No. 3071275.

When recorded return to:

L. GLENN & HILARY S TRUSTY, JR
PO BOX 187
SEAVIEW, WA 98644

*re-record to attach legal

QUIT CLAIM DEED

THE GRANTOR(S)

MICHAEL D. WILLIAMS

for and in consideration of

GIFT

in hand paid, conveys and quit claims to

L. GLENN TRUSTY JR
HILARY S TRUSTY

the following described real estate, situated in the County of PACIFIC, State of Washington
together with all after acquired title of the grantor(s) herein:

See attached Exhibit A

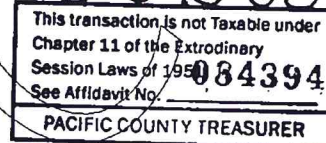
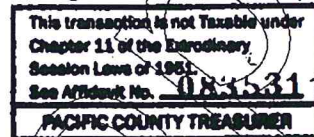
Abbreviated Legal: (Required if full legal not inserted above.)

101134019 IL
101134020 IL

Tax Parcel Number(s):

10113423019
10113423020

3140376 08/10/2012 08:57:10 AM Pg. 1 of 2
Deed L Glenn & Hilary S Trusty Jr
Pacific County Auditor's Office Fee: \$53.00



3144101 03/06/2013 10:52:37 AM Pg. 1 of 3
Deed First American Title Co
Pacific County Auditor's Office Fee: \$74.00

LPB 12-05(i) rev 12/2006
Page 1 of 2

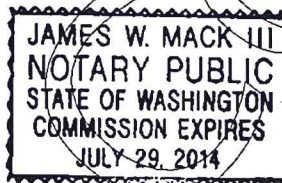
Dated:

4-12-2012 Michael D Williams

STATE OF
COUNTY OF

Washington
Pierce

ss.



I certify that I know or have satisfactory evidence that

Michael D. Williams

(is/are) the person(s) who appeared

before me, and said person(s) acknowledged that

he

signed this instrument and acknowledged it to be

his

free and voluntary act for the uses and purposes mentioned in this instrument..

Dated:

April 12, 2012

James W. Mack III
Notary name printed or typed: James W. Mack III
Notary Public in and for the State of Washington
Residing at Ocean Park
My appointment expires: 7/29/2014



Renee Goodin
Treasurer

300 Memorial Drive
PO Box 98
South Bend, WA 98586
Phone: (360)875-9421 or 642-9421



Pacific County Treasurer

Parcel Information

Parcel Number: 10113423018
Map Number: 101134 018 IL
Sitius: 122 COUGAR TROT DR
Legal: LS S30X310~
Twp-Rge-Section 10113423

Ownership Information

Current Owner: MC MULLEN, THAD & TAMMY
Address: P O BOX 1099
City, State: SOUTH BEND, WA
Zipcode: 98586-1099

Current Tax Year 2013

Type	Statement #	Gross Tax	Tax Amount Exempt	Net Tax	Misc Amnts	Total Tax	Balance
REAL	2013-10113423018	2,983.82	0	2,983.82	0.00	2,983.82	0.00

Current Tax Year Interest as of 10/17/2013

Type	Statement #	Balance	Interest	Fees	Total
REAL	2013-10113423018	0.00	0.00	0.00	0.00

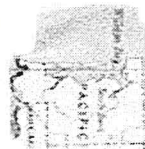
5 Year Tax History

Type	Statement No.	Payment Date	Receipt No.	Tax Amount	Interest	Total Payment
REAL	2013-10113423018	02-04-2013	2013-0482864	2,983.82	0.00	2,983.82
REAL	2012-10113423018	04-12-2012	2012-0443548	3,037.35	0.00	3,037.35
REAL	2011-10113423018	02-22-2011	2011-0387823	2,819.27	0.00	2,819.27
REAL	2010-10113423018	10-26-2010	2010-0375547	1,171.95	0.00	1,171.95
REAL	2010-10113423018	04-20-2010	2010-0349862	1,171.96	0.00	1,171.96
REAL	2009-10113423018	11-01-2009	2009-0332252	1,237.56	0.00	1,237.56
REAL	2009-10113423018	04-27-2009	2009-0308273	1,237.56	0.00	1,237.56
REAL	2008-10113423018	11-03-2008	2008-0284123	1,304.06	0.00	1,304.06
REAL	2008-10113423018	03-06-2008	2008-0244107	1,304.07	0.00	1,304.07

Prior Tax Years Interest as of 10/17/2013

NO INFORMATION FOUND FOR THIS PARCEL

Pacific County Treasurer



Renee Goodin
Treasurer

300 Memorial Drive
PO Box 98
South Bend, WA 98586
Phone: (360)875-9421 or 642-9421



Parcel Information

Parcel Number: 10113423020
Map Number: 101134 020 IL
Situs:
Legal:
Twp-Rge-Section 10113423

Ownership Information

Current Owner: TRUSTY, LELAND GLENN JR & HILLARY S
Address: P O BOX 187
City, State: SEAVIEW, WA
Zipcode: 98644-

Current Tax Year 2013

Type	Statement #	Gross Tax	Tax Amount Exempt	Net Tax	Misc Amnts	Total Tax	Balance
REAL	2013-10113423020	616.92	0	616.92	0.00	616.92	0.00

Current Tax Year Interest as of 10/17/2013

Type	Statement #	Balance	Interest	Fees	Total
REAL	2013-10113423020	0.00	0.00	0.00	0.00

5 Year Tax History

Type	Statement No.	Payment Date	Receipt No.	Tax Amount	Interest	Total Payment
REAL	2013-10113423020	02-06-2013	2013-0482921	616.92	0.00	616.92
REAL	2009-10113423020	04-12-2012	2009-0443535	580.56	272.86	853.42
REAL	2010-10113423020	04-12-2012	2010-0443536	549.79	192.43	742.22
REAL	2011-10113423020	04-12-2012	2011-0443537	571.09	131.35	702.44
REAL	2012-10113423020	04-12-2012	2012-0443538	627.98	0.00	627.98
REAL	2008-10113423020	05-03-2010	2008-0358194	305.88	79.53	385.41
REAL	2008-10113423020	04-29-2008	2008-0259502	305.88	0.00	305.88

Prior Tax Years Interest as of 10/17/2013

NO INFORMATION FOUND FOR THIS PARCEL



Pacific County Treasurer

Renee Goodin
Treasurer

300 Memorial Drive
PO Box 98
South Bend, WA 98586
Phone: (360)875-9421 or 642-9421



Parcel Information

Parcel Number: 10113423019
Map Number: 101134 019 IL
Sitius:
Legal:
Twp-Rge-Section 10113423

Ownership Information

Current Owner: TRUSTY, LELAND GLENN JR & HILLARY S
Address: P O BOX 187
City, State: SEAVIEW, WA
Zipcode: 98644-

Current Tax Year 2013

Type	Statement #	Gross Tax	Tax Amount Exempt	Net Tax	Misc Amnts	Total Tax	Balance
REAL	2013-10113423019	616.92	0	616.92	0.00	616.92	0.00

Current Tax Year Interest as of 10/17/2013

Type	Statement #	Balance	Interest	Fees	Total
REAL	2013-10113423019	0.00	0.00	0.00	0.00

5 Year Tax History

Type	Statement No.	Payment Date	Receipt No.	Tax Amount	Interest	Total Payment
REAL	2013-10113423019	02-06-2013	2013-0482922	616.92	0.00	616.92
REAL	2009-10113423019	04-12-2012	2009-0443539	580.56	272.86	853.42
REAL	2010-10113423019	04-12-2012	2010-0443540	549.79	192.43	742.22
REAL	2011-10113423019	04-12-2012	2011-0443541	571.09	131.35	702.44
REAL	2012-10113423019	04-12-2012	2012-0443542	627.98	0.00	627.98
REAL	2008-10113423019	07-01-2011	2008-0416337	611.76	299.76	911.52

Prior Tax Years Interest as of 10/17/2013

NO INFORMATION FOUND FOR THIS PARCEL

WHEN RECORDED RETURN TO:
GLEN & HILLARY TRUSTY
P.O. BOX 187
SEAVIEW, WA 98644

THIS IS TO CERTIFY THAT TRANSACTION
TAX IN THE SUM OF \$ 153.00 HAS
BEEN PAID ON THE WITHIN INSTRUMENT.
Technology Fee \$ 5.00
See Rec. No. 079908
Date: 12-3-09
PACIFIC COUNTY TREASURER

QUIT CLAIM DEED

GRANTOR: GLEN E. & PATRICIA A. HANSEN
GRANTEE: L. GLENN, JR. & HILLARY S. TRUSTY
ABBREVIATED LEGAL DESCRIPTION: PORTION OF TAX LOT 34, SEC 34, T10N, R11W
ASSESSOR'S PARCEL NUMBER: PORTION OF 10113423034

The Grantors, GLEN E. HANSEN and PATRICIA A. HANSEN, husband and wife, for and in consideration of Ten dollars and other valuable consideration do hereby convey and quit claim to L. GLENN TRUSTY, JR. and HILLARY S. TRUSTY, husband and wife, the following described real estate, situated in the County of Pacific, State of Washington:

See Exhibit A attached hereto and made a part hereof.

Subject to covenants, conditions, restrictions, easements and agreements of record.

THE HEREIN DESCRIBED PARCEL OF LAND IS, BY CITY OF ILWACO, WASHINGTON, BOUNDARY LINE ADJUSTMENT PROCESS, HEREBY ATTACHED TO, INCLUDED WITH AND MADE A PART OF THAT TRACT OF LAND CONVEYED TO L. GLENN TRUSTY, JR. AND HILLARY S. TRUSTY BY INSTRUMENT RECORDED UNDER AUDITOR'S FEE NUMBER 3071275, RECORDS OF PACIFIC COUNTY, WASHINGTON, SAID TRACT ALSO KNOWN AS PACIFIC COUNTY ASSESSOR'S PARCEL NUMBER 10113423018.

Dated this 3 day of December, 2009

Glen E. Hansen
GLEN E. HANSEN

Patricia A. Hansen
PATRICIA A. HANSEN

STATE OF WASHINGTON
COUNTY OF Pacific

I certify I know or have satisfactory evidence that GLEN E. HANSEN and PATRICIA A. HANSEN are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: Dec. 03, 2009.

Herlet Padilla
Notary Public in and for the State of Washington
Residing at 705 S Pacific Hwy
My appointment expires 06/09/2011



EXHIBIT A
DESCRIPTION
(HANSEN TO TRUSTY)


That portion of that tract of land conveyed by Timothy C. Williams to Glen E. Hansen and Patricia A. Hansen by instrument recorded in Volume 9604 of Deeds at Page 1611, records of Pacific County, Washington, said tract known as Lot 1 of that Survey recorded under Auditor's Fee Number 66224 and recorded in Book 9 of Surveys at Page 119, records of Pacific County, Washington, described as follows:

Commencing at the intersection of the north line of Cedar Street with the northerly projection of the west line of Elizabeth Street, according to the aforesaid survey; thence North along the west line of said Lot 1 a distance of 290.00 feet to the east end of the centerline of Cougar Trot Lane and the True Point of Beginning; thence North a distance of 30.00 feet; thence East a distance of 310.00 feet; thence South a distance of 30.00 feet; thence West a distance of 310.00 feet to the point of beginning.

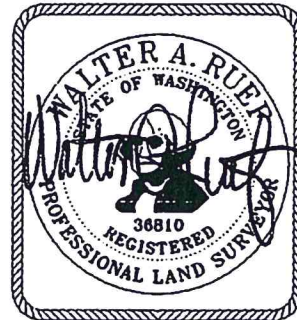
All as set forth on that Boundary Line Adjustment Survey recorded under Auditor's Fee Number 3123401 and filed in Book 23 of Surveys at Page 56, records of Pacific County, Washington.

Situate in the Southwest Quarter of the Northwest Quarter of Section 34, Township 10 North, Range 11 West, of the Willamette Meridian, City of Ilwaco, Pacific County, Washington.
Containing 0.21 acres, more or less.

PREPARED AT THE REQUEST OF:
Glen & Patricia Hansen
P.O. Box 917
Ilwaco, WA 98624


Walter A. Ruef, P.L.S., Certificate No. 36810
P.O. Box 225
South Bend, WA 98586

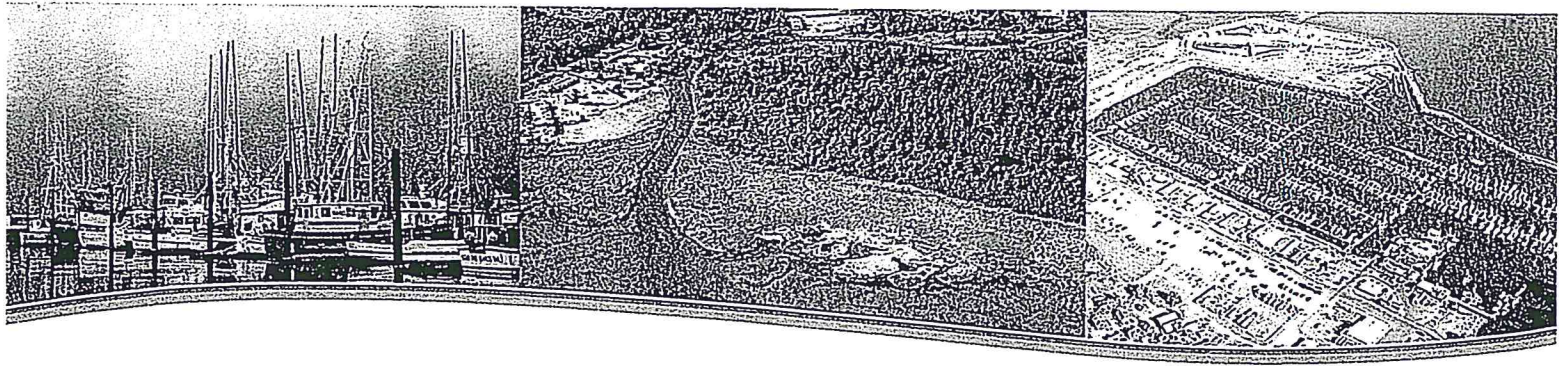
12-02-09



CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 12/9/13 Council Business Item:
- B. Issue/Topic: **Consultant agreement for the Shoreline Master Program (SMP) Update**
- C. Sponsor(s):
 1. David Jensen 2. Mike Cassinelli
- D. Background (overview of why issue is before council):
 1. On November 8, 2013, the city issued a request for proposals for the Shoreline Master Program Update. Four proposals were received ranging from \$69,995 to \$115,235 (see attached "Budget and Hours Proposal Tabulation.")
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
 1. The Selection Committee reviewed the four proposals and is recommending the city enter into a professional services contract with The Watershed Company for the SMP update. The Watershed Company has provided SMP update services to more than 50 jurisdictions, with over 20 of their SMPs having already been approved by DOE.
 2. The city planner has spoken previously to The Watershed Company regarding the city's SMP update, and he felt they have a good understanding of the city's needs regarding the update. They have done SMP updates for cities of similar size and characteristics as Ilwaco, and he feels they will do a good job for the city.
- F. Impacts:
 1. Fiscal: Proposal is for \$69,995, with the remaining \$55,005 of the \$125,000 grant from DOE for city planner and city staff time and expenses.
 2. Legal:
 3. Personnel:
 4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments:
 1. see above
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to authorize the mayor negotiate and execute of a professional services contract with the Watershed Company for the Shoreline Master Program Update, within the limitations of the \$125,000 grant from Department of Ecology.**

SMP UPDATE BUDGET & HOURS PROPOSAL TABULATION			ELS		The Watershed Co.		OTAK		AHBL	
			BUDGET	HOURS	BUDGET	HOURS	BUDGET	HOURS	BUDGET	HOURS
Task 3 Public Participation			\$6,760	65.5	\$3,400	32	\$6,867	63	\$13,436	97
1	Assist city staff in developing Public Participation Plan.		\$6,525	63	\$1,720	16			\$13,280	96
2			\$235	2.5	\$1,680	16			\$156	1
Task 4 Assist city staff with updates in Quarterly Progress Reports with public outreach activities.										
Task 4 Preliminary Assessment of the Shoreline Jurisdiction			\$2,875	33	\$4,620	47	\$5,611	52	\$5,360	47
1	Prepare preliminary (digital) jurisdiction map of Shorelines of the State subject to local SMP.		\$2,780	32	\$4,530	46			\$5,204	46
2.	Assist city staff with SMP submittal checklist for work completed under this task.		\$95	1	\$90	1			\$156	1
Task 5 Shoreline Inventory, Analysis and Characterization			\$31,470	388.5	\$18,585	193	\$20,868	191	\$28,975	243
1			\$10,645	148	\$380	4			\$4,818	42.5
	Digital and one hard copy: Prepare draft list of inventory data sources for review and comment									
2	Digital and one hard copy: Prepare working maps of inventory information displayed at appropriate scales.		\$9,790	109	\$5,000	52			\$4,818	42.5
3	Digital & 1 hard copy: Prepare Shoreline Inventory and characterization report with map portfolio that addresses task requirements of subtasks.		\$10,795	129	\$13,115	136			\$19,183	157
4	Assist city staff with SMP submittal checklist for work completed under this task.		\$240	2.5	\$90	1			\$156	1
Task 6 Draft Shoreline Master Program			\$45,025	445	\$25,160	252	\$27,895	250	\$30,404	243
1	In conjunction with city staff, prepare a community visioning report that summarizes visioning activities, comments, recommendations and goals.		\$15,260	138	\$4,200	42			\$11,252	88
2	In conjunction with city staff, prepare draft general goals and policies and optional general regulations.		\$7,145	64	\$4,140	42			\$6,267	51
3	Digital & one hard copy: In conjunction with city staff, prepare draft environment designations and draft environment maps within shoreline jurisdiction.		\$7,145	64	\$7,140	72			\$4,536	37
4	Digital & one hard copy: In conjunction with city staff, prepare draft environment-specific shoreline use and modification policies, regulations and standards.		\$7,450	91	\$4,290	42			\$5,160	41
5	Digital & one hard copy: In conjunction with city staff, prepare draft Administrative Provisions.		\$7,425	80	\$4,670	46			\$3,033	25
6	Assist city staff with SMP submittal checklist for work completed under this task.		\$600	8	\$720	8			\$156	1
Task 7 Prepare Preliminary Cumulative Impacts Analysis			\$4,465	56	\$5,800	60	\$4,403	40	\$4,697	40
1	Digital & one hard copy: Prepare a draft cumulative impacts analysis of the SMP demonstrating how no net loss of ecological functions will be achieved.		\$4,465	56	\$5,800	60			\$4,697	40
Task 8 Restoration Plan			\$3,620	44	\$3,480	32	\$6,600	59	\$9,662	79
1	Digital & one hard copy: Prepare a complete restoration plan and implementing strategy.		\$3,620	44	\$3,480	32			\$9,662	79
Task 9 Develop Final Draft SMP and Supporting Documents			\$16,855	208	\$2,590	27	\$6,161	52	\$7,446	66
1	Revisit draft SMP and cumulative impacts analysis		\$14,860	200	\$1,480	16			\$3,927	35
2	Prepare a report that demonstrates how no net loss will be achieved.		\$1,900	7	\$1,020	10			\$3,363	30
3	Assist city staff with SMP submittal checklist for work completed under this task.		\$95	1	\$90	1			\$156	1
Task 10 Local SMP Adoption Process			\$4,165	53	\$6,360	64	\$4,182	35	\$7,437	56
1	Assemble complete final draft SMP		\$750	10	\$0	0			\$756	7
2	Complete SEPA review and documentation		\$1,390	17	\$180	2			\$356	3
3	Provide GMA 60-day Notice of Intent to Adopt		\$190	2	\$0	0			\$156	1
4	Hold public hearing		\$790	13	\$4,200	40			\$4,544	32
5	Prepare a responsiveness summary		\$570	6	\$1,800	20			\$1,469	12
6	Adopt SMP and submit to Ecology		\$380	4	\$0	0			\$0	0
7	Assist city staff with SMP submittal checklist for work completed under this task.		\$95	1	\$180	2			\$156	1
TOTAL			\$115,235	1,293	\$69,995	707	\$82,587	742	\$107,417	871
OTHER					\$1,200		\$83,787		\$5,083	22
									\$112,500	893



Shoreline Master Program Update

City of Ilwaco

Statement of Qualifications

Prepared November 2013 by



Main photo: *Fishing at Dawn* by Flickr user Erin Kohlenberg; Detail photos, left to right: *Ilwaco Fog* by Flickr user A. Davey; *Columbia River, Baker Bay, Wallacut River* by Ecology; *Columbia River, Baker Bay* by Ecology.

Attachment A: Must be submitted with Proposal (not included in 20 page limit)

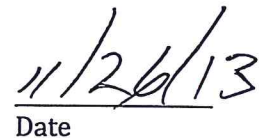
Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of days following due date, and it may be accepted by the City of Ilwaco without further negotiation at any time within this period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the City of Ilwaco whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I understand that the City of Ilwaco will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the city, and I/we claim no proprietary right to the ideas, writings, items or samples.
5. I/we warrant that in connection with this proposal, no attempt has been made or will be made by the consultant/vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. The consultant certifies that neither the consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participating in this contract by any Federal or State department or agency. Further, the consultant agrees not to enter into any arrangements or contracts related to this proposal with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at www.epls.gov.



Signature



Date

Signature

Date

Signature

Date

November 26, 2013

City of Ilwaco
P.O. Box 548
120 First Avenue N.
Ilwaco, WA 98624

Re: Comprehensive Shoreline Master Program Plan Update

Dear City of Ilwaco staff, elected officials, and citizens:

The Watershed Company is pleased to submit our proposal to support you in an update of Ilwaco's Shoreline Master Program. We have a genuine desire to work for the City, a community that features the Columbia River and a variety of shorelines.

The citizens of Ilwaco value these resources for all of their economic and quality-of-life benefits, including water-oriented businesses, tourism, and much more. We are eager to help you develop an SMP that reflects your unique community vision, provides flexibility and incentives, and capitalizes on opportunities for good stewardship.

The best SMPs come from a process where citizens are fully engaged and can see first-hand how policies and regulations evolve based on their participation, and it is clear that the City fully supports an inclusive public process. Additionally, successful SMP development requires expertise with State and local shoreline and growth management planning laws, as well as familiarity with the local landscape and community culture. Our firm has all of these ingredients, plus our commitment of availability and seamless coordination on all SMP elements.

First, we bring outstanding scientists and planners that have a wealth of experience with SMP development. To date, The Watershed Company has provided SMP update services to more than 50 jurisdictions. Over 20 of our SMPs have already been approved by Ecology. Our staff includes 8 individuals who are extremely experienced in SMP updates and who are available to support this project. Finally, the City can be assured of the track record of The Watershed Company, and a commitment to complete this SMP update project in a high-quality manner, on time and on budget. Mark Daniel, AICP, with six years of experience in community planning and work on multiple SMPs, is our proposed project manager. Dan Nickel will be principal-in-charge.

We look forward to discussing our proposal in more detail with you. Should you have any questions, please feel free to contact Dan Nickel or Mark Daniel at (425) 822-5242 or dnickel@watershedco.com and mdaniel@watershedco.com.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. William Way".

A. William Way
President

Company Information

The Watershed Company (Watershed) has 30 years of experience in environmental planning, natural resource assessment, and restoration design in Washington State. Our multidisciplinary environmental and planning firm has served our public sector clients in the complex and politically charged arena of SMP development since 2001.

The Watershed Company has assisted more than 50 cities and counties across Washington State with their SMP updates. More than 20 of these jurisdictions have had their updated SMPs receive Ecology approval and are in effect.

We have worked on all required elements of SMP updates, with our level of involvement varying based on local need. We have produced all major SMP work products including the Shoreline Inventory and Characterization, shoreline

..... It's great to have a team with a "can do" attitude. Always a fresh solution or technique available to use. I can feel the enthusiasm and passion they bring to the job.

..... —Susan Walker, Benton County SMP Update

..... policies and regulations, the Cumulative Impacts Analysis, and the Restoration Plan. In producing these work products, our in-house GIS analysts have provided highly skilled geospatial analysis and mapping support, allowing for the effective evaluation and communication of shoreline ecological functions. Our team members have participated in all forms of public involvement, including designing and leading open houses and workshops, and presenting to advisory groups, planning commissions, boards of county commissioners, and city councils. Our approach to SMP updates and work products has been thoroughly vetted by Ecology staff, allowing our clients to be confident in their SMP update process.

Our multidisciplinary staff of 24 is intimately familiar with local, State and federal environmental regulations for critical areas and possesses exceptional skills regarding Endangered Species Act compliance. We have substantial experience developing programs, plans, codes and projects to help our public sector clients meet their resource management objectives. We know that an SMP update needs more than just good science; success requires effective communication and specific, implementable recommendations.



750 Sixth Street South
Kirkland WA 98033
(425) 822-5242
(425) 827-8136 (fax)
watershedco.com
Project Manager Mark
Daniel: mdaniel@watershedco.com

..... Of all the companies and consultants I have worked with over the past 40 years, The Watershed Company is one of the very best.

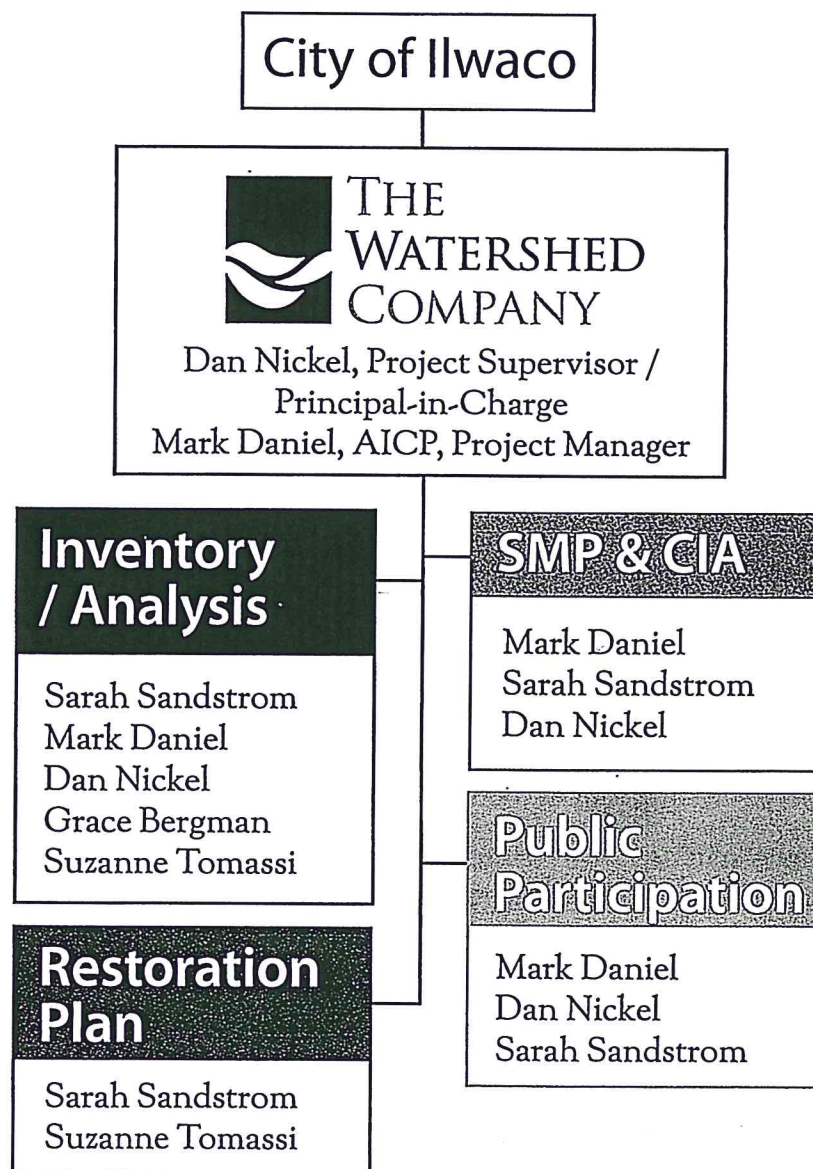
..... Ray Sturtz, City of Granite Falls
SMP Update

Key Staff

Dan Nickel will serve as project supervisor / Principal-in-Charge, and Mark Daniel, AICP, will serve as project manager. Mark will lead all aspects of this project, including deliverables, budget, schedule, and communication. Proposed

Staff Member	Role	Hours	Rate
Dan Nickel	Principal-in-Charge	48	\$150
Mark Daniel	Project Manager	418	\$90
Sarah Sandstrom	Fisheries Biologist	82	\$100
Grace Bergman	GIS Analyst	147	\$95
Suzanne Tomassi	Wildlife Biologist	12	\$130

organizational structure is shown below. Hours are shown above for all proposed staff.

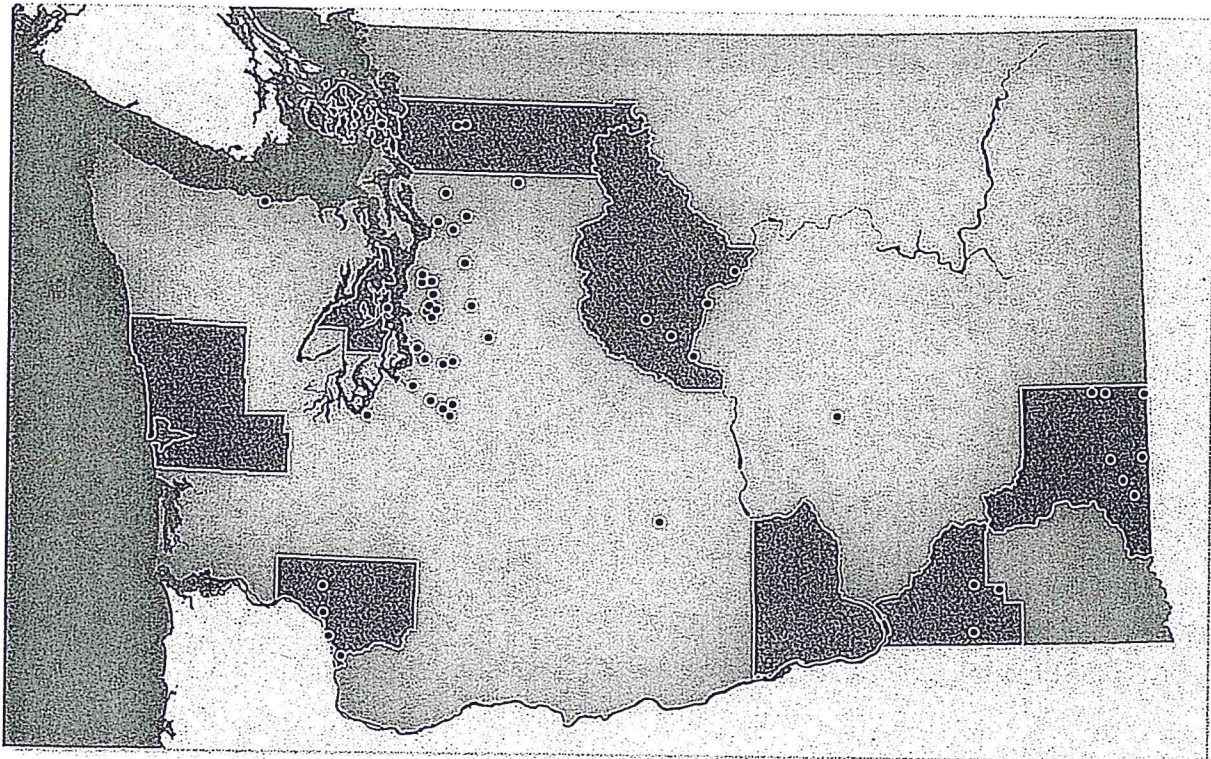


Qualifications and Experience

Over 20 jurisdictions in Washington have met their State-mandated requirement to update policies that govern management and use of critical shoreline areas with assistance from The Watershed Company. The firm has assisted and continues to assist more than 50 cities and counties with SMP updates (see tables on next page).

In developing an SMP that is uniquely tailored to its jurisdiction, these multi-phase projects include preparation of a comprehensive shoreline characterization and analysis report, restoration plan, and cumulative impacts analysis. Virtually all include a quantitative geo-spatial analysis of watershed conditions to evaluate reach-based functions. Our GIS map products and approach to analyzing shoreline ecological functions have been thoroughly vetted by Ecology staff — our recent work for Benton, San Juan and Skagit Counties required no substantive changes by Ecology to meet the Guidelines and grant requirements. We have used the results of these spatial analyses to develop shoreline environment designations with tailored regulations to protect high-functioning areas and focus development in areas where it will have the least impact.

Jurisdictions assisted with their SMP updates by The Watershed Company are pictured below. Counties we have assisted are shown in orange; cities and towns we have assisted are indicated by a purple dot. We have assisted communities large and small, urban and rural, as well as communities with marine, lacustrine and riverine shorelines, giving us a valuable range of prior experience with which to better assist the City of Ilwaco.



Cities Assisted by The Watershed Company

Jurisdiction	Role	Status	Jurisdiction	Role	Status
Anacortes	Prime	Ecology approved	Kirkland	Prime	Ecology approved
Arlington	Prime	Ecology approved	Lake Forest Park	Prime	City adopted
Bainbridge Island	Sub	Council approved	Lake Stevens	Sub	Ecology approved
Beaux Arts Village	Prime	Formal Ecology review	Maple Valley	Sub	Council adopted
Bellevue	Prime	Council review	Marysville	Sub	Ecology approved
Bonney Lake	Sub	Council review	Medina	Prime	Formal Ecology review
Bothell	Sub	Ecology approved	Milton	Sub	Ecology approved
Brier	Sub	Ecology approved	Monroe	Prime	Ecology approved
Buckley	Prime	Ecology approved	Moses Lake	Prime	CIA in progress
Carnation	Prime	Ecology approved	North Bend	Prime	Ecology approved
Covington	Sub	Ecology approved	Port Angeles	Sub	City Approved
Darrington	Sub	Ecology approved	SeaTac	Sub	Ecology approved
DuPont	Co-Prime	Ecology approved	South Prairie	Prime	Ecology Review
Granite Falls	Sub	Ecology approved	Wilkeson	Prime	Ecology Review
Hunt's Point	Prime	Formal Ecology review	Yarrow Point	Prime	Formal Ecology review
Kent	Sub	Ecology approved	Yakima	Prime	In progress

Counties Assisted by The Watershed Company

Jurisdiction	Role	Status
Benton County	Prime	SMP development in progress
Chelan County and five cities of Cashmere, Chelan, Leavenworth, Entiat, and Wenatchee	Prime	SMP development in progress
Cowlitz County and four cities of Kelso, Castle Rock, Woodland, and Kalama	Sub	SMP in local review
Grays Harbor County	Prime	Contract negotiation under way
Kitsap County	Prime	Formal Ecology review
San Juan County	Prime	SMP in local review
Skagit County and towns of Lyman and Hamilton	Prime	SMP in local review
Walla Walla County and Cities of Prescott, Waitsburg, and Walla Walla	Prime	Initial product development in progress
Whitman County and Cities of Pullman, Palouse, Colfax, Tekoa, Rosalia, Malden and Albion	Prime	SMP development in progress

Featured Project Experience

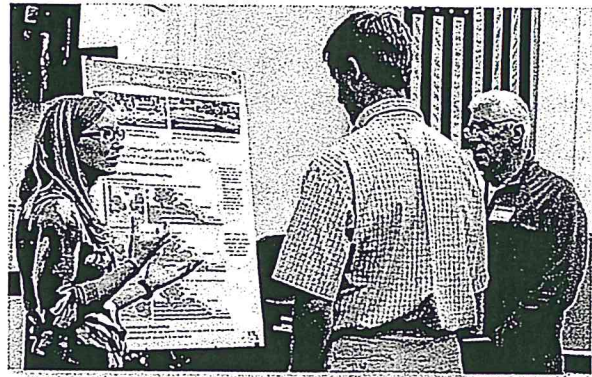
Shoreline Master Program Update, City of Anacortes

The Watershed Company was hired by the City of Anacortes in 2009 following an appeal of the City's adopted CAO which led to the "Anacortes Decision" regarding GMA/SMA integration. The Watershed Company provided the City with all of the necessary components to maneuver the working waterfront through a full SMP update over the course of 18 months, interweaving the City's critical areas regulations into the new SMP, finally resolving the original appeal. The firm provided an in-depth Inventory and Characterization Report which evaluated ecological conditions, physical processes, and habitats along the City's entire shoreline. Additional documents included a Shoreline Restoration Plan and Cumulative Impacts Analysis. Planning Commission and City Council hearings helped achieve community support of an approved plan.

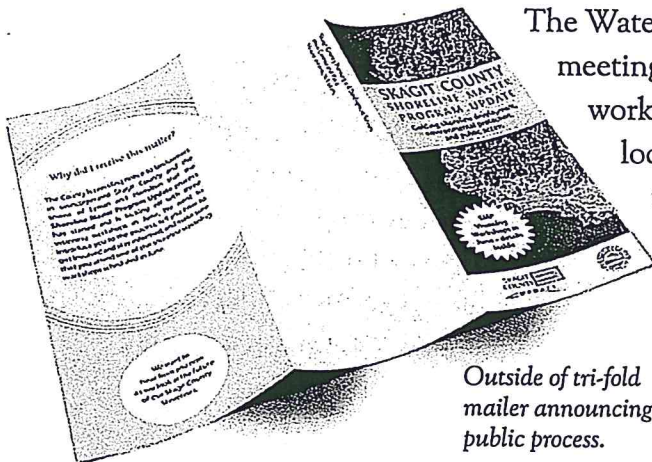
Shoreline Master Program Update, Skagit County & the Towns of Lyman and Hamilton

The Watershed Company assisted Skagit County and the Towns of Lyman and Hamilton with their SMP update. The Skagit County SMP covers a staggering amount of shorelines: 228 miles of marine and estuarine shorelines, 598 miles of rivers and streams, and 53 lakes and reservoirs.

A central part of the Skagit County process was the creation of a 17-member advisory committee by the Board of County Commissioners to review draft materials and advise the County throughout the process.



Fisheries Biologist Sarah Sandstrom explaining shoreline stabilization regulations at an open house.



Outside of tri-fold mailer announcing public process.

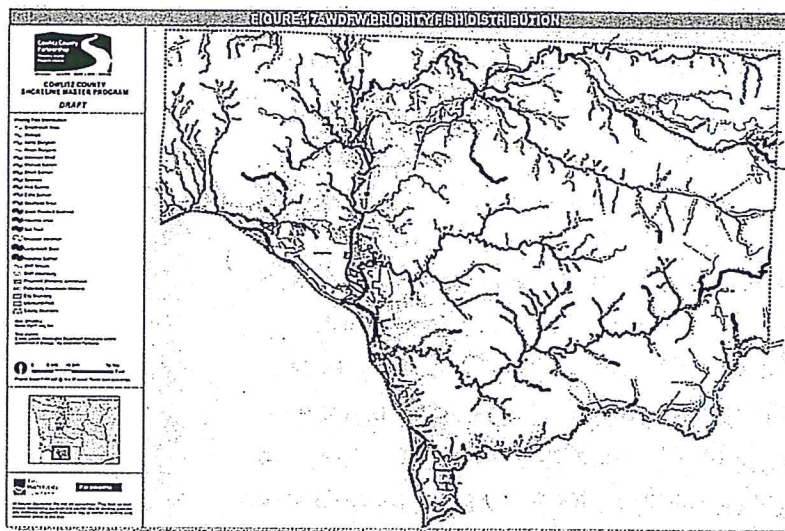
The Watershed Company facilitated advisory committee meetings, and also put on a series of public visioning workshops and public open houses at multiple locations throughout the County. Watershed led the production of major technical deliverables including the shoreline inventory and characterization report, the cumulative impacts analysis, and restoration plan. Staff also provided significant input into policy and regulation development.

Shoreline Master Program Update, City of Arlington

The City of Arlington, with consultant assistance from The Watershed Company led by Dan Nickel and Mark Daniel, completed its SMP process in 2012. Until that time, the City had been regulating its shorelines with an SMP largely unchanged from a 1974 version created by Snohomish County. The Arlington process comprehensively updated that SMP, resulting in the City's first truly local SMP. The Watershed Company assisted the City with all major SMP work products, and Dan and Mark worked closely with the City project manager and the Planning Commission to ensure a locally tailored SMP.

Regional Shoreline Master Program Update Technical Products, Cowlitz County

The Watershed Company, led by project manager Dan Nickel, provided all technical work products for the Regional Shoreline Master Program Update for Cowlitz County and the cities of Castle Rock, Kelso, Kalama, and Woodland as a subconsultant to the project lead. This technical work included providing a detailed Shoreline Inventory and



Distribution of WDFW priority fish in Cowlitz County.

Characterization Report that evaluated shoreline functions, channel migration zones, current and future land use, public access and potential restoration across multiple scales of rural and urban landscapes.

Following the development of the individual draft SMPs by the prime consultant, The Watershed Company staff provided a Cumulative Impacts Analysis to document how each SMP met the No Net Loss standard stipulated by Ecology. A draft Restoration Plan was also developed as part of a collaborative effort by The Watershed Company, with each jurisdiction and participating stakeholders identifying future opportunities to improve shoreline conditions. The Watershed Company's work products have been well received by the County and Ecology. Future efforts will include a revision to the Cumulative Impacts Analysis based on the County's revised draft SMP and a No Net Loss Report.

Shoreline Master Program Update, City of Buckley

The Watershed Company provided consultant support to the City of Buckley for its SMP update, which was last updated in 1999. The City's SMP regulates just over three miles of the White River, a Shoreline of Statewide Significance, as well as the river's associated wetlands. A unique feature of the City's SMP was the creation of a Special Use environment designation to address a barrier dam on the east side of the City that diverts a portion of the White River into a flume that leads to Lake Tapps. The consultant effort was led by Dan Nickel and Mark Daniel, assisting the City with all major SMP work products. Dan and Mark collaborated extensively with the City project manager and the Planning Commission in developing the SMP.

Shoreline Master Program Update, City of Lake Forest Park

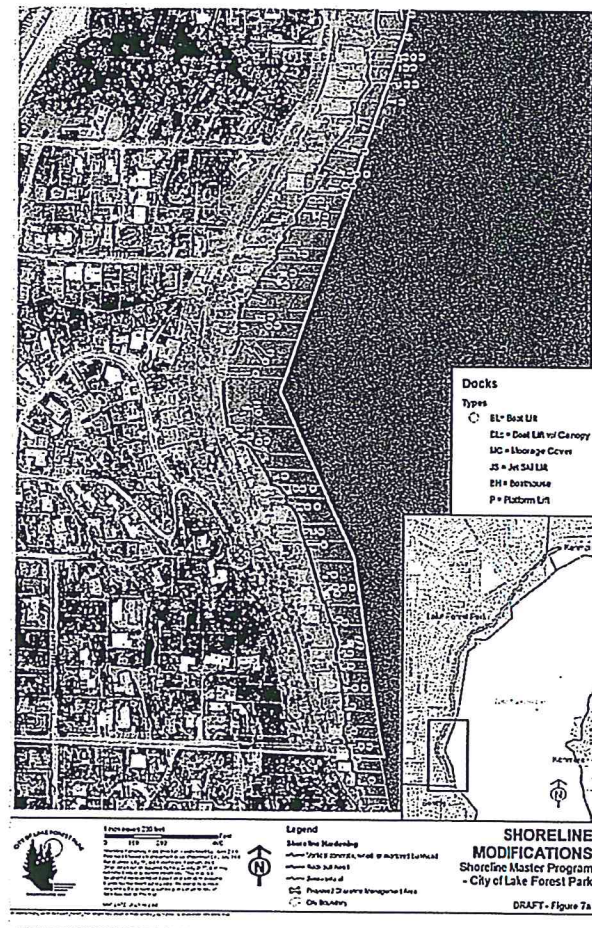
The Watershed Company managed the Shoreline Master Program Update for the City. Work included all aspects of the update, including inventory, characterization, restoration plan, environment designations, and development of shoreline policies and regulations. This project included a significant public involvement component. Challenges included limited GIS resources and budget and existing City-specific data. These were met through strategic partnerships with data mining experts to identify and maximize available regional and non-profit data sources, as well as targeted acquisition of new information where this was deemed critical. Watershed also assisted with completion of the SEPA checklist and process. Ecology approved the SMP in 2013.

.....

This has been one of my best experiences with a consultant. [The team] was like an extension of my staff.

—Stephen Bennett, City of Lake Forest Park

.....



Shoreline modifications in the City of Lake Forest Park.

Shoreline Master Program Update, City of Bothell

Watershed served as sub on an SMP update for the City of Bothell addressing the Sammamish River, North Creek, and Swamp Creek. Watershed prepared natural environment portions of all deliverables and conducted GIS mapping and analysis. Deliverables include all required reports and a public outreach process consistent with Ecology grant agreements. Key issues include floodplain management, water quality, marina uses, and habitat conservation. The team also assisted the City with completion of the SEPA checklist and process. Ecology adopted the SMP as submitted in 2013.

Shoreline Master

Program Update, City of Carnation

The Watershed Company
assisted the City of
Carnation in an update

.....
[Watershed and BERK] understood the potential pitfalls and
helped us get through the SMP process quickly and efficiently.

—Linda Scott, Planner, City of Carnation

.....
of its SMP, which was recently approved by Department of Ecology. Work included development of all required SMP deliverables. A successful public participation plan implemented by the team resulted in a smooth, non-controversial local review and adoption process. Shoreline property owner interviews at multiple points in the process proved key. The sole Council hearing comment was from a commercial property owner who appreciated the City's outreach and consequently supported the final SMP.

Key Staff Expertise

Team Staff	Title	Environment Designations	Shoreline Master Program	Cumulative Impacts Analysis	Restoration Plan	GIS Mapping// Analysis	Inventory//Analysis	Public Outreach	WA Land Use Policy and Regulations
Mark Daniel	Project Manager	✓	✓	✓	✓	✓	✓	✓	✓
Dan Nickel	Principal in Charge	✓	✓	✓	✓	✓	✓	✓	✓
Sarah Sandstrom	Fisheries Biologist		✓	✓	✓	✓	✓		
Grace Bergman	GIS Analyst					✓			
Suzanne Tomassi	Wildlife Biologist			✓	✓		✓		

✓ = Experience

We commit that the staff listed here will complete the work for the City of Ilwaco SMP. Full resumes for key staff are included as an appendix at the end of this document.

Dan Nickel, Principal-in-Charge

Dan Nickel has served as the consultant project manager for 17 SMP updates including the Cities of Anacortes, Lake Forest Park, and Bellevue, and Skagit and San Juan Counties. In total, Dan has participated in over 40 SMP updates. His work has included all aspects of SMP development, including the preparation of shoreline inventory and characterization reports, restoration plans, cumulative impacts analyses, and policies and regulations. Dan has led numerous public participation processes, through citizen advisory committees, public workshops and tours, and planning commission and council meetings. Dan will oversee the entire consultant effort on the Ilwaco SMP update and provide strategic input on key issues.

MS, Environmental Science,
University of Washington
BS, Biology, Pacific Lutheran
University

Mark Daniel, AICP, Project Manager

Mark Daniel will manage all aspects of this project, including deliverables, budget, schedule, and communication. Mark has experience in both the public and private sectors, and has worked on a broad array of long-range and current planning projects, including urban design guidelines, master plans, and environmental impact statements. He managed the SMP updates for the Cities of Arlington and Buckley and has assisted with more than a dozen others, including the updates for Benton, Cowlitz, Skagit, and San Juan Counties.

Master of Urban Planning,
University of Washington
BA, Economics/Environmental
Studies, Western Washington
University

Mark has contributed to SMP updates in numerous capacities. He has developed goals, policies, and regulations; created the complete folio of shoreline jurisdiction and shoreline inventory maps; utilized GIS to generate quantitative data for use in shoreline analysis; prepared cumulative impacts analyses; assisted with Restoration Plan development; and presented or facilitated at planning commission and advisory committee meetings and open houses.

Sarah Spilseth Sandstrom, Fisheries Biologist

Sarah Sandstrom has a depth of technical fisheries expertise and the ability to work collaboratively with diverse stakeholder interests. She joined Watershed from the Lake Washington/Cedar/Sammamish Water Resource Inventory Area (WRIA 8). Her Master's research on the ecology and population dynamics of juvenile Chinook salmon in freshwater tidal channels of the Lower Columbia River was completed in the area around Ilwaco. Sarah has supported more than 15 SMP updates.

MS, Aquatic and Fishery Sciences,
University of Washington

BS, Biology, Duke University

Grace Bergman, GIS Coordinator

Grace Bergman combines her skills with landscape design and GIS to address complex planning and resource management issues. Her cutting-edge use of geospatial technology and striking graphics bring issues to life visually, enabling clients to make informed decisions about land management. Grace has developed comprehensive mapping for over 15 SMP updates. She will be extensively involved in the Ilwaco update producing project maps and performing data analysis.

Bachelor of Landscape
Architecture, University of
Washington

Suzanne Tomassi, PWS, CWB, Wildlife Biologist

Suzanne Tomassi brings more than 15 years of experience in wildlife research and management, habitat assessment, and wetland delineation. Her expertise in wildlife habitat relationships and her writing skills are valuable tools for many projects, and she is regionally recognized for her knowledge of urban wildlife. Suzanne has assisted with shoreline inventory and analysis as well as restoration planning on SMP updates for Chelan, Benton, Cowlitz, and Skagit Counties, and the Cities of Bellevue, Bothell and Port Angeles.

MS, Wildlife Biology, Michigan
State University

BS, Biology, Stockton College

Professional Wetland Scientist

Certified Wildlife Biologist

Understanding & Approach

Shorelines and water are critical elements of the City of Ilwaco's resources, culture and economy, knitting together the often competing needs of business, tourism, recreation, and salmon recovery. Thoughtful management of these resources in concert with economic needs, community vision and regulatory requirements must be the Shoreline Master Program (SMP) update goal for the City of Ilwaco.

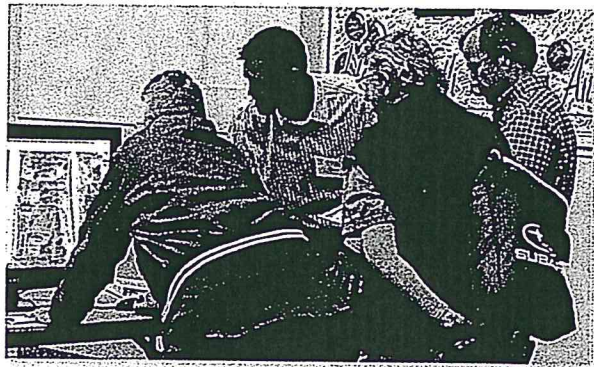
An effective and publicly supported SMP must pay more than lip service to these community needs. The Watershed Company team will work to balance the competing Shoreline Management Act objectives of environmental protection, preferred/water-oriented uses, and public access to facilitate implementation of the City's vision. Our team has experience balancing shoreline issues in several other jurisdictions with extensive port and maritime industrial areas, including SMPs prepared for the Cities of Port Angeles and Anacortes.

The Watershed Company has integrated Growth Management Act critical areas ordinances into each of our more than 50 SMP projects. There are three accepted methods of integration: 1) incorporate by reference, 2) attach to the SMP as an appendix, or 3) assimilate into the body of the SMP. We have used each of these methods in different jurisdictions based on client preference and specific local conditions. There are pros and cons to each of these techniques, and we are capable of assisting the City in selecting the appropriate method. We also have extensive experience in making necessary changes to critical areas ordinances to meet SMP Guidelines' requirements to use the most current science.

Public Participation

In the 50+ SMPs Watershed has worked on, team members have organized and participated in all forms of public involvement. We have created public participation plans; designed eye-catching public outreach materials such as flyers, posters, and FAQ sheets; conducted stakeholder interviews; given presentations; facilitated group meetings and workshops; led public open houses; and much more.

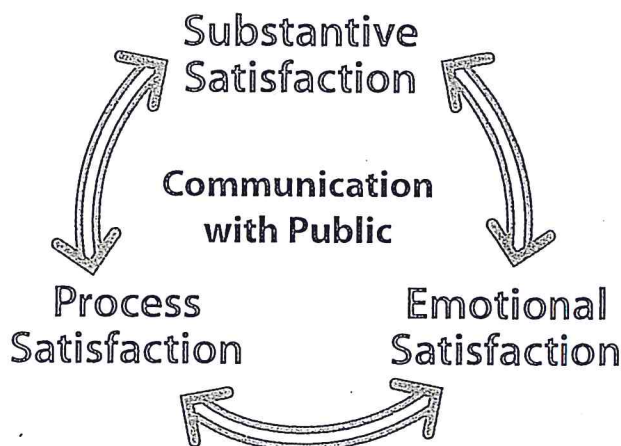
Where useful, we develop custom graphics to illustrate changes to regulations. We have also recently been using Google Earth extensively to show property owners how the SMP could affect their specific property. We will work with the City to provide customized outreach efforts that are engaging, interactive, and likely to draw public participation.



Principal-in-Charge Dan Nickel showing residents proposed regulations affecting their property using Google Earth.

We believe in a three-pronged approach to community engagement, recognizing that multiple and parallel options for participation are needed to obtain input from a diverse representation of community members:

1. Invite the community in through inclusive and collaborative meetings. We will plan and facilitate meetings that are active and engaging with multiple means of providing input, such as small group exercises and questionnaires.
2. Leverage standing meetings with other outreach opportunities. We will partner with the City to identify venues to provide general information, such as outreach materials or announcements at community meetings.
3. Share information and engage online through a project website posting educational materials and allowing interactive communication.



Our overall goal for public participation is to have the community feel satisfied with the process, achieving substantive satisfaction, emotional satisfaction, and process satisfaction. Substantive satisfaction is trust in the rationale for decision-making, understanding that decisions were based on solid analysis and reasoning. We find that a transparent process, making all pertinent information available to the public in easy-to-use formats, promotes substantive satisfaction. Emotional satisfaction is feeling that contributions and views have been heard and respected by the group. The ability of the public to provide comments throughout the process is vital for emotional satisfaction, and we encourage multiple means of providing comments, such as oral comments at public meetings, emails to the City planner, and comments via mail. Process satisfaction is feeling that the process has been transparent and fair. We promote process satisfaction by making a concerted effort to inform potential stakeholders that the SMP Update is occurring, and by providing clear information about how the process will unfold, highlighting opportunities for public involvement.

Project Management and Quality Control

Dan Nickel will serve as Principal-in-Charge. He will serve in an advisory capacity and provide quality control. The Principal-in-Charge takes sole responsibility for the entire project delivery—from contract management to reports and drawings to billing and communication. The Principal-in-Charge serves as the client advocate and sounding board.

Mark Daniel will serve as Project Manager, and will serve as the primary point of contact and handle the day-to-day management of the project.

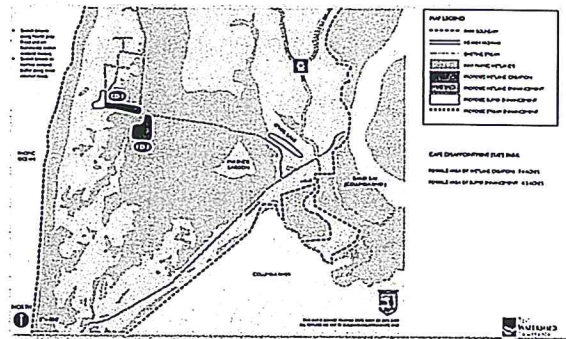
Maintaining superior project quality requires diligence. It starts by carefully determining the scope of work required, having and assigning the proper staff for the job, using consistent staff throughout, and providing quality control through peer and senior staff review. Project managers must constantly track a project, and follow up after completion to ensure that goals have been met.

Every Watershed project, large and small, has a QA/QC plan that assigns a senior staff member or colleague not associated with the project to complete final technical review. Written feedback forms are sent for each project at least twice—at mid-point and closeout. However, we are open to feedback about performance at all times.

Knowledge of Local Shoreline Conditions

The Watershed Company has worked on SMP Updates for multiple Washington jurisdictions that lie along the Columbia River, including Cowlitz County and the Cities of Kalama, Kelso, Woodland and Castle Rock. We have also recently been selected as the consultant for the Grays Harbor County SMP Update.

The Watershed Company just completed a biological assessment for a proposed trail extension and parking lot improvements in Cape Disappointment State Park. The project evaluated the potential effects of tree removal and noise production on nesting marbled murrelets. The Watershed Company will continue to assist Washington State Parks with the SEPA permitting process for another proposed trail project in the park. Previously, Watershed evaluated wetland conditions and restoration opportunities for wetlands, streams, shorelines, floodplain areas, and buffers at the State Park.



For her master's thesis, project fisheries biologist Sarah Sandstrom studied juvenile Chinook use of tidal habitats in the Columbia River Estuary. For a portion of the work, she established experimental field enclosures in the Chinook River. She also assisted the Columbia River Estuary Study Taskforce (CREST) with fish sampling to evaluate the effects and restoration potential of tidegated systems, and with salmon and lamprey population sampling at the Sea Resources hatchery in Chinook, WA.

We believe that our local experience, combined with appropriately focused analysis of the City's shoreline character, as well as with the input of City staff, will provide us with the knowledge of local shoreline conditions necessary to prepare a comprehensive SMP that is specifically tailored to address the unique conditions of City of Ilwaco.

Scope of Work

The following outlines The Watershed Company's approach to and understanding of the project, without repeating the actual scope as outlined in the Grant Agreement (the below task numbers correspond to those in Attachment B of the Request for Proposals). Key details demonstrate how we plan to complete that scope with the available funds in the most efficient manner possible, while ensuring a well-designed public process that allows for substantial engagement of all parties in the citizen-driven SMP Update. Please note that some minor tasks have been omitted for brevity; however, our anticipated effort on all tasks can be seen in SOQ Attachment B.

Task 3: Public Participation

Task 3.1: Develop Plan for Public Participation

We will provide input on a draft Public Participation Plan, and provide strategic advice to finalize and implement the plan. We anticipate the Public Participation Plan will identify key messages, objectives, stakeholders, methods of outreach, meeting points, and broad approaches to community feedback such as a project website, public notifications, questionnaires, and social media efforts.

.....
Deliverable(s): A reviewed Public Participation Plan developed in conjunction with City staff.



Project Manager Mark Daniel explaining regulations to a resident.

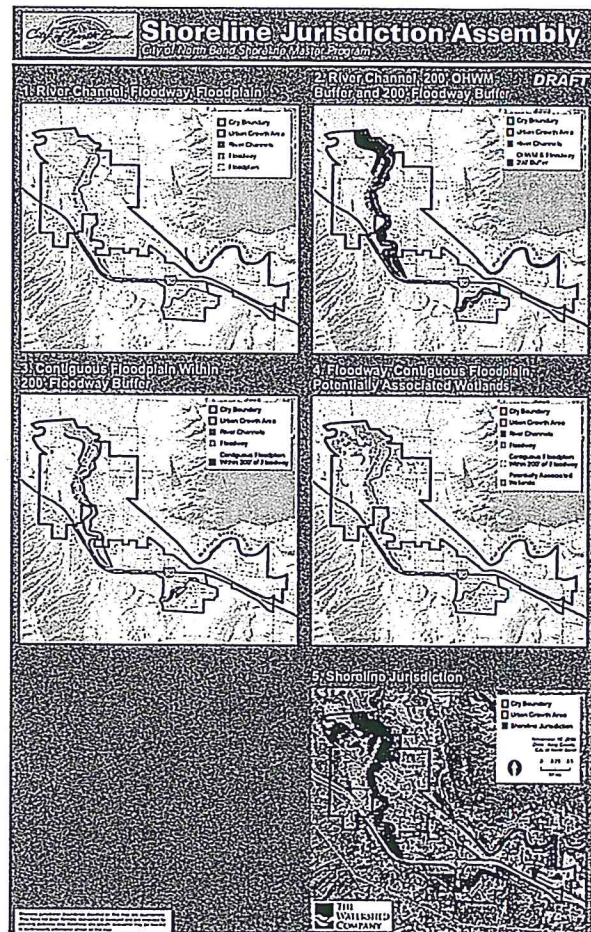
Task 3.2: Conduct Public Outreach

At this time, based on our prior experience with successful efforts, our scope and budget assume the following alignment of tasks and public outreach efforts, and we recognize these will be further tailored based on the Public Participation Plan, and a final scope and budget.

Phase / Technical and Policy Efforts	Public Outreach Efforts
Task 3 Public Participation	Development of public outreach materials such as templates for brochures, postcards, etc
Task 6 Draft SMP	Visioning workshop Up to three meetings with the Planning Commission (or City staff) during SMP development Public Open House on draft SMP
Task 10 Local SMP Adoption Process	Up to four Planning Commission and/or City Council hearings and/or workshops

Task 4: Preliminary Assessment of the Shoreline Jurisdiction

The Watershed Company will prepare a preliminary map of the City's shoreline jurisdiction. To make sure that all potential waterbodies and their upland shoreline jurisdictional areas are included, the map will be prepared using data layers from multiple sources. These sources are expected to include, at a minimum, the City, Ecology, the U.S. Fish and Wildlife Service (National Wetlands Inventory), and the Federal Emergency Management Agency. Although most communities have been adopting the minimum shoreline jurisdiction option, it would be appropriate to confirm the approach to shoreline jurisdiction during early stakeholder outreach.



Deliverable(s): Preliminary map of

shoreline jurisdiction. The map will be accompanied by a memorandum which details the methodology used to develop shoreline jurisdiction.

City of North Bend Shoreline Jurisdiction

Task 5: Shoreline Inventory, Analysis, and Characterization

Tasks 5.1 & 5.2: Conduct Shoreline Inventory

We will seek out the best and most accurate sources of information. Because the inventory information is the foundation of the shoreline analysis, which in turn informs the SMP, it is critical to have stakeholder support for the accuracy of the information, at least up to the point where the accuracy or lack thereof would have any effect on potential SMP regulations. We have found that it is important to acknowledge the age, accuracy, scale, utility, and limitations of any given data source in a transparent fashion so that the analysis work is considered valid.

Deliverable(s): A shoreline inventory map folio. The map folio will be accompanied by a tabled list of all data sources categorized by each inventory element.

Task 5.3: Prepare Shoreline Inventory & Characterization Report

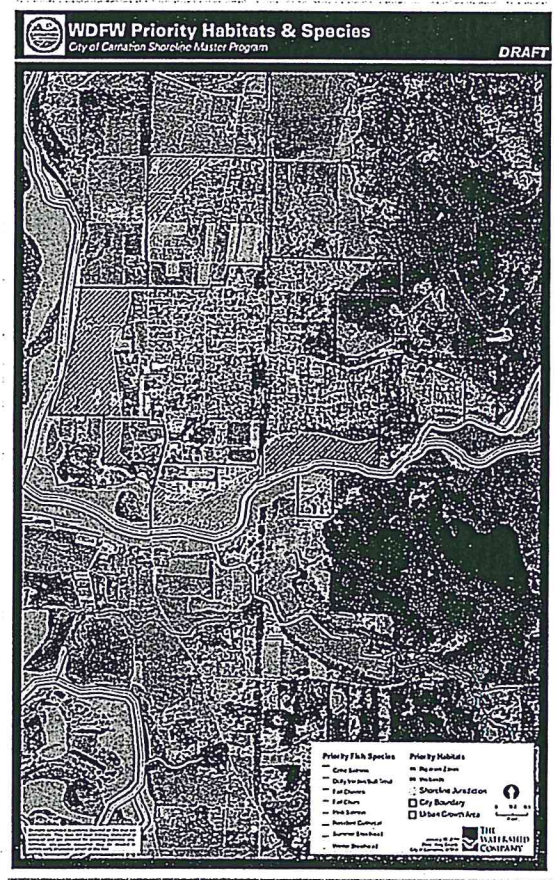
A comprehensive report will be assembled that contains the key information discussed below, as well as other background and grant-required information necessary to build a useful foundation for SMP development. We will use a mix of quantitative and qualitative analysis tools and maps to create a document with maximum utility. We will aim for brevity and simplicity, while meeting State requirements—a common complaint from the public about SMP updates is that documents are too long and difficult for laypeople to review and provide comments on.

Public and agency involvement are important elements of the inventory and characterization. It is critical that both the scientific community and the public agree that the information used to identify important resources and values is accurate. The preparation of a draft inventory and characterization report provides a useful check-in point for the public as there is a concrete work product. We suggest a public event that highlights the findings of the report be combined with the visioning process (Task 6.1) to gather public feedback.

Ecosystem-wide Processes

This effort will characterize ecosystem-wide processes by watershed and draw from a variety of resources, potentially including City GIS information, Ecology and other agency databases, and Water Resource Inventory Area (WRIA) watershed and salmon recovery plans.

In our work on over 50 SMP updates, we have found that the utility of exhaustive ecosystem-wide analyses in developing SMP regulations is limited. Accordingly, we intend to use existing information and work with Ecology to focus this part of the analysis on specific processes, geographic areas, or landscape issues that may yield shoreline regulations, Restoration Plan components, or be critical to a complete Cumulative Impacts Analysis. It is important to recognize that many ecological functions, particularly those related to water quality and flows, are determined by processes outside of SMA jurisdiction.



City of Carnation Priority Habitats and Species

Shoreline Functions

Shoreline functions are evaluated at the reach scale. Understanding that the purpose of the reach analysis should be to yield information that will have applicability in later products (SMP, Cumulative Impact Analysis, Restoration Plan), reach breaks will be proposed first where we anticipate shifts between environment designations. The environment designation is the primary unit of the SMP and is also traditionally the unit by which we evaluate cumulative impacts. These reach breaks will be further broken down as needed to distinguish areas with unique ecological or land use conditions that might need to be separately addressed.

Shoreline Use Analysis & Opportunities for Public Access

We will identify existing and potential future land uses and public access opportunities, including:

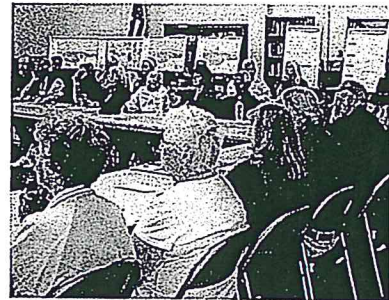
- An estimate of future demand for shoreline water-dependent and water-oriented use consistent with WAC 173-26-201(3)(d)(ii) requirements.
- Analysis of opportunities for appropriate shoreline uses at specific locations and potential conflicts among competing uses.
- Identification of current and potential future public access and public use sites. This would involve a review of publicly-owned parks and recreation facilities, view corridors, and adopted parks and recreation plans to help identify opportunities for future visual and physical public access.
- Elements of adopted plans that should be integrated or considered in the SMP development such as comprehensive plan policies, development regulations, watershed plans, etc.

Deliverable(s): A draft Shoreline Inventory and Characterization Report with map folio that analyzes the shorelines of the City.

Task 6: Draft Shoreline Master Program

Task 6.1: Conduct Community Visioning Process

Following preparation of the Shoreline Inventory and Characterization Report, we will host a meeting and invite citizens and stakeholders to develop a vision for their shorelines. The meeting will begin with an open house format to allow review and input on the initial inventory and characterization effort. We will prepare a meeting plan identifying engaging meeting activities, such as small group exercises.



Skagit County visioning workshop.

Deliverable(s): Draft and final Community Vision Reports.

Tasks 6.2 - 6.5: Develop SMP (General and Specific SMP Goals, Policies & Regulations, Environment Designations, & Administrative Provisions)

The Shoreline Inventory and Characterization Report, the results of the community visioning process, the Shoreline Management Act and its implementing Guidelines provide hard and soft boundaries for SMPs. Within those boundaries, The Watershed Company team will work with SMP stakeholders to develop a tailored SMP that reflects the unique conditions of Ilwaco's shorelines and the objectives of its citizens while meeting State requirements.

In support of that objective, we propose to provide the City with a preliminary draft SMP, including environment designations and a preliminary environment designations map, prepared consistent with Grant requirements and that contains all of the SMP regulations explicitly required by the Guidelines. We can also incorporate content of the existing SMP into the preliminary draft SMP, as desired.

This preliminary draft SMP is intended to provide the City with a document that can be further tailored to local conditions, particularly by the Planning Commission. The draft SMP will be liberally annotated to indicate where City staff and stakeholders may wish to customize and elaborate on the basic content, with options and sideboards described. Sideboard boundaries may originate with the Guidelines or may be derived from the findings of the shoreline inventory and characterization effort. Many sections of an SMP are unlikely to require further customization, or may be so prescribed by the Guidelines as to make most customization unviable. However, there are several areas of an SMP, such as environment designations, shoreline buffers, allowed uses and modifications, and public access, where there are a wide variety of acceptable strategies.

We will also provide a version of the City's current critical areas code that shows where updates need to be made to meet Ecology's standards within shoreline jurisdiction. Depending on City direction, the critical areas regulations can be included in the body of the SMP, attached as an appendix, or adopted by reference.

We will assist the City to tailor the preliminary draft SMP to local conditions. We have included three meetings in the proposed budget to help with this process.

Deliverable(s): Preliminary draft SMP and environment designation map.

Task 7: Prepare Preliminary Cumulative Impacts Analysis

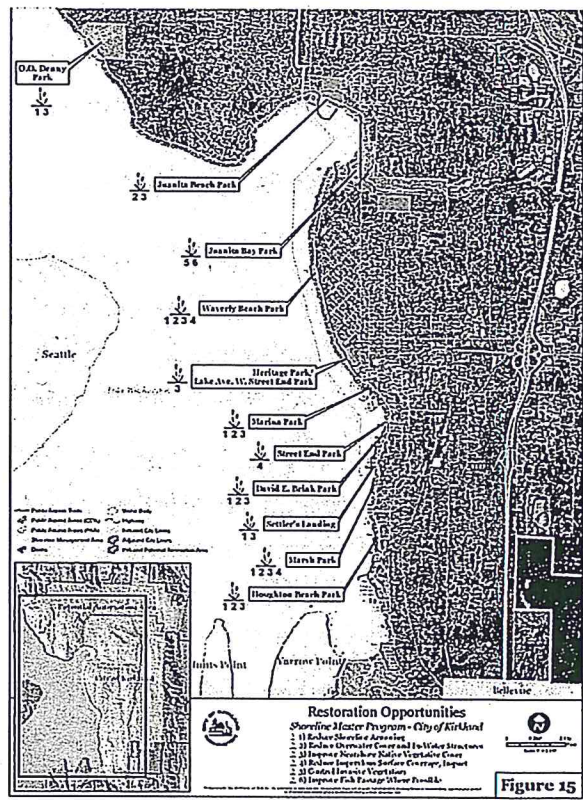
Ecology requires local governments to develop SMPs that “achieve no net loss of ecological function.” This requires an understanding of the existing baseline condition (Task 5), the “reasonably foreseeable future development” under the new SMP, and how the regulations and programs of other entities may also act on the shoreline. The “no net loss” objective will be the foundation from which all other tasks are approached, ensuring that late-stage revisions to the draft SMP language are minimized. Typically, we present the analysis of cumulative impacts organized in a table by environment designation (with cross references to the discrete segments of the shoreline established during Task 5) highlighting quantitative and qualitative analysis. This concisely and logically presents each of the many factors that generate the final conclusion, and has been well supported by Ecology. Based upon the findings of the Cumulative Impacts Analysis, we will recommend any necessary adjustments to the draft SMP provisions.

.....
Deliverable(s): Preliminary and final Cumulative Impacts Analysis.

Task 8: Restoration Plan

The Restoration Plan addresses the SMA goal of planning for and improving ecological conditions. The Restoration Plan will build off of the Shoreline Inventory and Characterization Report, but will be expanded to provide details about programs and projects already included in WRIA plans, salmon recovery plans, water resource management plans, and other basin or regional efforts by State, federal and tribal entities. The Restoration Plan will prioritize projects, either specifically or by general restoration objectives. Those projects with certainty to occur will be used in the Cumulative Impacts Analysis to help build the case for no net loss.

.....
Deliverable(s): Draft and final Restoration Plan.



City of Kirkland Restoration Opportunities

Task 9: Develop Final Draft SMP and Supporting Documents

Task 9.1: Revisit Draft SMP & Cumulative Impacts Analysis

Following receipt of Ecology comments on draft materials, we will provide recommendations to the City and stakeholders on how each comment could be addressed. After direction is provided, we will revise the CIA as needed to reflect changes made in the draft SMP. If shoreline jurisdiction has been modified from the preliminary identification under Task 4, the map will be adjusted.

Deliverable(s): Revised draft SMP, revised CIA, and revised shoreline jurisdiction and environment designation maps.

Task 9.2: Prepare a Report that Demonstrates how No Net Loss Will be Achieved

The Watershed team will “connect the dots” by preparing a narrative summary (No Net Loss Report) that references the Shoreline Inventory and Characterization, draft SMP, Cumulative Impacts Analysis, and Restoration Plan, calling out specific protection and restoration measures that would achieve no net loss of functions from new development and identifying how each of the SMP-supporting deliverables influenced the SMP and plays a role in meeting the no net loss standard.

Deliverable(s): No Net Loss Report.

Task 10: Local SMP Adoption Process

The City will take the lead role in the local adoption process. Our team will be available to assist with technical issues, develop key documentation, answer questions, and attend hearings and public workshops, as necessary.

Task 10.1: Assemble Complete Final Draft SMP

The City will create a public hearing draft for the Planning Commission. Following the Planning Commission public hearing, the City will amend the public hearing draft to incorporate Planning Commission recommendations, and prepare a Planning Commission Recommendation Draft for consideration by the City Council.

Task 10.2: Complete SEPA Review and Documentation

The City will prepare a programmatic SEPA checklist and Determination of Nonsignificance, using the results of the Cumulative Impacts Analysis that demonstrates no-net-loss of ecological function. We will provide one or more templates for the City to use as a guide.

Task 10.3: Provide GMA 60-day Notice of Intent to Adopt

The City will prepare a draft 60-day notice of intent to adopt the SMP in advance of Planning Commission hearing, and we will peer review it. The City would then submit the notice to the Washington State Department of Commerce and other agencies requiring notification.

Task 10.4: Hold Public Hearings

We anticipate supporting the local adoption process by attending up to four (4) workshop events and public hearings before the Planning Commission and/or City Council.

Task 10.5: Prepare a Responsiveness Summary

Following the City Council public hearing, the City will prepare a responsiveness summary that summarizes public comments received and demonstrate how the draft SMP addresses the comments. We will assist the City in completing the responsiveness summary, as needed.

Task 10.6: Adopt SMP and Submit to Ecology

The City will submit the adopted SMP and supporting materials for Ecology review.

State Approval/Ecology Review

We can assist City staff in responding to comments that may be generated through Ecology's approval process. As explained below, we have reserved a contingency budget which may be useful to cover such items.

Schedule

We understand that the project schedule will be finalized with the selected consultant. The Watershed Company can meet the schedule and complete the tasks required for each of the years as listed in the project schedule as summarized in the Grant Agreement.

Budget

Attachment B provides our proposed budget. The proposed budget totals \$69,995. Please note that the proposed budget identifies a contingency amount of \$10,000. Contingency funds would only be used at the City's discretion to cover unanticipated items such as additional meetings. Any unused contingency funds would remain with the City. If selected, we look forward to working with the City to further refine this budget.

Attachment B: Budget and Hours Table

	Ecology Scope of Work Task	Budget	Hours	City Effort
YEAR 1				
Task 3	Public Participation			
1.	Assist city staff in developing Public Participation Plan.	\$1,720	16	■■■■□
2.	Assist city staff with updates in Quarterly Progress Reports with public outreach activities.	\$1,680	16	■■■■□
Task 4	Preliminary Assessment of Shoreline Jurisdiction			
1.	Prepare preliminary (digital) jurisdiction map of Shorelines of the State subject to local SMP.	\$4,530	46	■■□□□
2.	Assist city staff with SMP submittal checklist for work completed under this task.	\$90	1	■■■■□
Task 5	Shoreline Inventory, Analysis & Characterization			
1.	Digital & one hard copy: Prepare draft list of inventory data sources for review and comment	\$380	4	■□□□□
2.	Digital & one hard copy: Prepare working maps of inventory information displayed at appropriate scales	\$5,000	52	■□□□□
YEAR 2				
Task 5	Shoreline Inventory, Analysis & Characterization			
3.	Digital & one hard copy: Prepare Shoreline inventory and characterization report with map portfolio that addresses task requirements of subtasks.	\$13,115	136	■□□□□
4.	Assist city staff with SMP submittal checklist for work completed under this task.	\$90	1	■■■■□
Task 6	Draft Shoreline Master Program			
1.	In conjunction with city staff, prepare a community visioning report that summarizes visioning activities, comments, recommendations and goals. INCLUDES COMMUNITY VISIONING MEETING	\$4,200	42	■■■■□
2.	In conjunction with city staff, prepare draft general goals and policies and optional general regulations INCLUDES MEETING WITH PLANNING COMMISSION OR CITY STAFF	\$4,140	42	■■■■□
3.	Digital & one hard copy: In conjunction with city staff, prepare draft environment designations and draft environment maps within shoreline jurisdiction INCLUDES MEETING WITH PLANNING COMMISSION OR CITY STAFF	\$7,140	72	■■■■□
4.	Digital & one hard copy: In conjunction with city staff, prepare draft environment-specific shoreline use and modification policies, regulations and standards. INCLUDES MEETING WITH PLANNING COMMISSION OR CITY STAFF	\$4,290	42	■■■■□
5.	Digital & one hard copy: In conjunction with city staff, prepare draft Administrative Provisions. INCLUDES COMMUNITY OPEN HOUSE	\$4,670	46	■■■■□
6.	Assist city staff with SMP submittal checklist for work	\$720	8	■■■■□

	Ecology Scope of Work Task	Budget	Hours	City Effort
	completed under this task.			
Task 7	Prepare Preliminary Cumulative Impacts Analysis			
1.	Digital & one hard copy: Prepare a draft cumulative impacts analysis of the SMP demonstrating how no net loss of ecological functions will be achieved.	\$5,800	60	■□□□
Task 8	Restoration Plan			
1.	Digital & one hard copy: Prepare a complete restoration plan and implementing strategy.	\$3,480	32	■□□□
Task 9	Develop Final Draft SMP and Supporting Documents			
1.	Revisit draft SMP and cumulative impacts analysis	\$1,480	16	■■■□
2.	Prepare a report that demonstrates how no net-loss will be achieved.	\$1,020	10	■□□□
3.	Assist city staff with SMP submittal checklist for work completed under this task.	\$90	1	■■■□
Task 10	Local SMP Adoption Process			
1.	Assemble complete Final Draft SMP	\$0	0	■■■■■
2.	Complete SEPA review and documentation	\$180	2	■■■■■
3.	Provide GMA 60-day notice of intent to adopt	\$0	0	■■■■■
4.	Hold public hearing INCLUDES UP TO 4 PLANNING COMMISSION AND/OR CITY COUNCIL WORKSHOPS AND/OR HEARINGS	\$4,200	40	■■■□
5.	Prepare a responsiveness summary	\$1,800	20	■■■□
6.	Adopt SMP and submit to Ecology	\$0	0	■■■■■
7.	Assist city staff with SMP submittal checklist for work completed under this task.	\$180	2	■■■□
	TOTAL	\$69,995	707	
	CONTINGENCY (Contingency only to be used at City discretion. Any unused funds to remain with City.)	\$10,000		

KEY TO CITY EFFORT

- - City reviews consultant work
- - City assists consultant and reviews consultant work
- - City leads task, with consultant assistance
- - City leads task, with minimal consultant assistance

References

All references can serve as firm references. Individuals are also listed for each project.

City of Anacortes SMP Update Ryan Larson, Director of Planning, Community, and Economic Development, City of Anacortes

The Watershed Company provided the City with all of the necessary components to maneuver the working waterfront through a full SMP update over the course of 18 months, interweaving the City's critical areas regulations into the new SMP.

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REFERENCE FOR
Dan Nickel (Project Manager)
Suzanne Tomassi (Wildlife Biologist)

Skagit County SMP Update Betsy Stevenson, Senior Planner, Skagit County Planning Department

The Watershed Company assisted Skagit County, along with the Towns of Hamilton and Lyman, with a major update to its Shoreline Master Program. This included preparation of a comprehensive shoreline characterization and analysis report, an updated SMP, restoration plan and cumulative impacts analysis.

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Mark Daniel (Associate Planner)
Sarah Sandstrom (Fisheries Biologist)
Grace Bergman (GIS Analyst)

City of Buckley SMP Update Kathy Thompson, City Planner, City of Buckley

Mark Daniel co-led The Watershed Company team, which assisted the City with all major work products. A unique feature of the City's SMP was the creation of a Special Use environment designation to address a barrier dam on the east side of the City.

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Grace Bergman (GIS Analyst)
Suzanne Tomassi (Wildlife Biologist)

Cowlitz County SMP Update

Ron Melin, Senior Planner, Cowlitz County

The Watershed Company, led by Dan Nickel, provided all technical work products for the Regional Shoreline Master Program Update for Cowlitz County and the cities of Castle Rock, Kelso, Kalama, and Woodland. Following development of individual draft SMPs by the prime consultant, Watershed provided a cumulative impacts analysis and a draft restoration plan. The Watershed Company's work products have been well-received by the County and Ecology.

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Grace Bergman (GIS Analyst)
Suzanne Tomassi (Wildlife Biologist)

City of Arlington SMP Update

Bill Blake, Storm Water Manager, City of Arlington

The Watershed Company, under the leadership of Dan Nickel and Mark Daniel, assisted with all major SMP work products. The team worked closely with the City project manager and the Planning Commission to ensure a locally tailored SMP.

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Appendix: Sample Work Product

City of Port Angeles Shoreline Analysis Report

FINAL

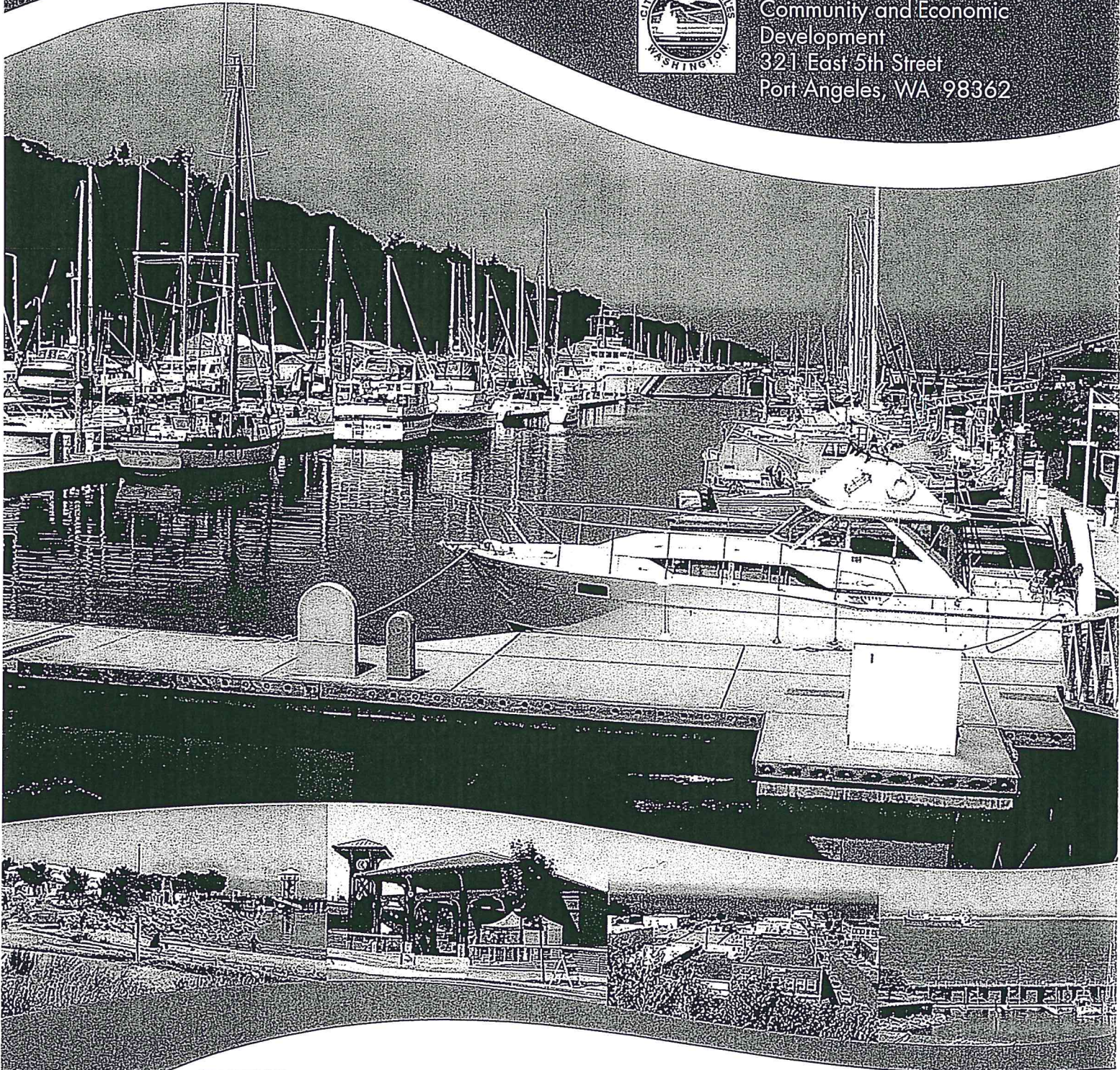
Shoreline Analysis Report for City of Port Angeles' Shoreline: Strait of Juan de Fuca

Grant No. G1000051

Prepared 20 December 2010 for:



City of Port Angeles
Community and Economic
Development
321 East 5th Street
Port Angeles, WA 98362



FINAL

CITY OF PORT ANGELES
GRANT NO. G1000051

SHORELINE ANALYSIS REPORT

for City of Port Angeles' Shoreline: Strait of Juan de Fuca

Prepared for:



City of Port Angeles
Community and Economic Development
321 East 5th Street
Port Angeles, WA 98362

Prepared by:



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December 20, 2010

The Watershed Company
Reference Number:
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The Watershed Company
Contact Person:
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Makers Contact Person:
John Owen

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SHORELINE ANALYSIS REPORT

CITY OF PORT ANGELES SHORELINE: STRAIT OF JUAN DE FUCA

1 INTRODUCTION

1.1 Background and Purpose

The City of Port Angeles (City) received a grant from the Washington Department of Ecology (Ecology) in 2009 to complete a comprehensive Shoreline Master Program (SMP) update. One of the first steps of the update process was to conduct an inventory and characterization of the City's shorelines, as defined by the state's Shoreline Management Act (SMA) (RCW 90.58). This Shoreline Analysis report, including its appendices, formally represents the City's inventory and characterization of its shorelines.

This Shoreline Analysis Report describes existing conditions and characterizes ecological functions in the shoreline jurisdiction. This will serve as the baseline against which the impacts of future development actions in the shoreline will be measured. The Shoreline Master Program Guidelines (Guidelines, Chapter 173-26 WAC) require that the City demonstrate that its updated SMP yields "no net loss" in shoreline ecological functions due to its implementation relative to the baseline (current condition) established in this report.

The inventory and characterization were conducted in accordance with the Guidelines and project Scope of Work promulgated by Ecology, and includes all areas within current City limits as well as the City's Urban Growth Area (UGA) (see Section 1.2 and Appendix A for a detailed discussion of the City's shoreline jurisdiction). Under the Guidelines, the City must identify and assemble the most current, applicable, accurate and complete scientific and technical information available. A list of potential information sources was compiled and an information request letter was distributed to potential interested parties and agencies that may have relevant information. Collected information was supplemented with other resources such as City documents, scientific literature, personal communications, aerial photographs, and internet data. Maps illustrating inventory and analysis information are included in Appendix B.

Also as part of the inventory and characterization, BST Associates performed a waterfront inventory and analyzed the supply and demand of waterfront property for water-dependent uses. While summarized in this report, the complete BST Associates documents can be seen in their entirety in Appendix C (Inventory of Current Use) and Appendix D (Supply and Demand of Land for Water Dependent Uses).

Multiple recent or ongoing planning efforts in the study area were referenced during inventory and characterization development. Of note, the Waterfront and Transportation Improvement Plan (WTIP), an effort to develop a concept design for the shoreline area between Hollywood Beach and the Valley Creek Estuary, was closely monitored to ensure coordinated development of WTIP concepts and the SMP. Please see Appendix E for WTIP concepts as of December 6, 2010. Though by no means an inclusive list, other planning and design efforts considered in development of this inventory and characterization include the Port of Port Angeles Marine Facilities and Central Waterfront Master Plans (Makers 2006), the City of Port Angeles ongoing Combined Sewer Overflow project; Olympic Discovery Trail design; former Rayonier Site due diligence studies and cleanup, restoration, access, and reuse plans; and Ennis (Ennis Technical Team 2010) and Valley Creek (WDFW undated) restoration designs.

1.2 Shoreline Jurisdiction

As defined by the Shoreline Management Act of 1971, shorelines include certain waters of the state plus their associated “shorelands.” At a minimum, the waterbodies designated as shorelines of the state are streams whose mean annual flow is 20 cubic feet per second (cfs) or greater, lakes whose area is greater than 20 acres, and all marine waters. Shorelands are defined as:

“those lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high water mark; floodways and contiguous floodplain areas landward 200 feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of this chapter...Any county or city may determine that portion of a one-hundred-year-floodplain to be included in its master program as long as such portion includes, as a minimum, the floodway and the adjacent land extending landward two hundred feet therefrom... Any city or county may also include in its master program land necessary for buffers for critical areas (RCW 90.58.030)”

All marine shorelines are included under shoreline jurisdiction. All areas waterward of the extreme low tide are also considered Shorelines of Statewide Significance. Wetlands associated with the marine shorelines are also included. No other streams, lakes, or wetlands within the City of Port Angeles are considered part of shoreline jurisdiction. A detailed discussion of the entire jurisdiction assessment and determination process can be reviewed in full in Appendix A of this report.

1.3 Study Area

The City of Port Angeles is located in Clallam County, Washington. The north side of the City fronts the Strait of Juan de Fuca, and is surrounded by unincorporated Clallam County to the west, south and east. The City encompasses approximately 10.7 square miles of land and approximately 53 square miles of surface water (NOAA 2010).

The study area for this report includes all lands and waters currently within the City's proposed shoreline jurisdiction (Appendix A), as well as relevant discussion of the contributing watershed. This includes both the lands and waters within the existing city limits, as well as the lands and waters within the City's UGA. The total land area subject to the City's updated SMP (not including submerged lands, which are also subject to the City's updated SMP) is approximately 363 acres, and encompasses approximately 17.7 miles of marine shoreline.

6. As opportunities arise, modify existing shoreline structures (e.g. piers and docks) to incorporate design elements that minimize impact such as grated decking or pile modifications.
7. Removal of exotic vegetation.
8. Evaluate sources of fecal coliform and explore control or reduction measures needed to improve water quality.

4.7.10 Reaches 8A-8D - Downtown

Existing Condition

Reach 8 consists of four segments, totaling 3.5 miles in length, of largely industrial area that share in common a high degree of upland development or modification, substantial shoreline armoring, extensive over- and in-water structures, and limited shoreline vegetation (Exhibits 14 through 19). However, Reaches 8C and 8D each contain the outfalls of at least one stream. The estuaries/deltas at the ends of these streams present some of the greatest opportunities for shoreline restoration in the City. Valley Creek, in particular, has already been the subject of at least one restoration effort, likely because it can be accommodated by the existing land use at the downstream end. According to WDFW, Valley Creek and Tumwater Creek are used by four priority fish species: chum and coho salmon, coast resident cutthroat trout, and steelhead trout. Peabody Creek is reportedly only used by cutthroat and steelhead.

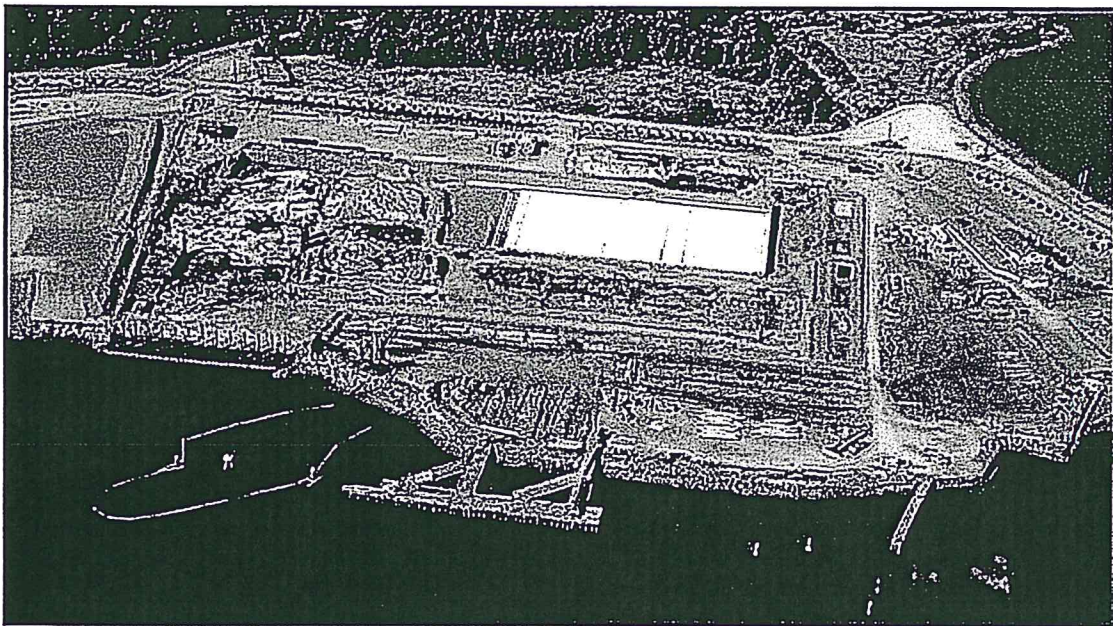


Exhibit 14. View of the northern portion of Reach 8A, facing west (Ecology Coastal Atlas, June 2006).

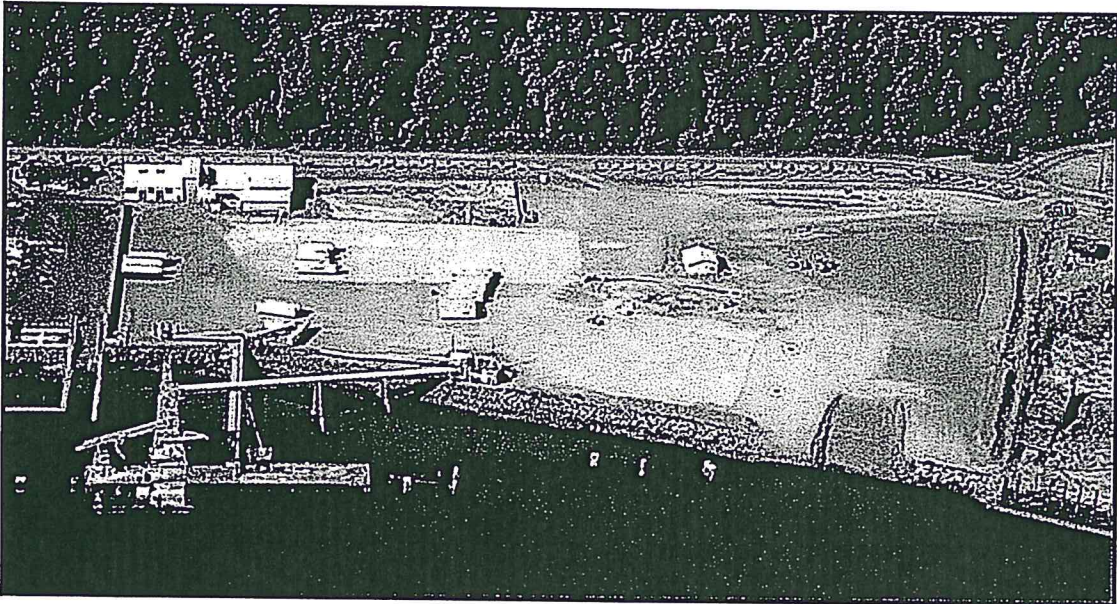


Exhibit 15. View of the southern portion of Reach 8A, facing west (Ecology Coastal Atlas, June 2006).



Exhibit 16. View of Reach 8B, facing south (Ecology Coastal Atlas, June 2006).



Exhibit 17. View of Reach 8C, facing south (Ecology Coastal Atlas, June 2006). Note the delta of Tumwater Creek on the right side of the photo.

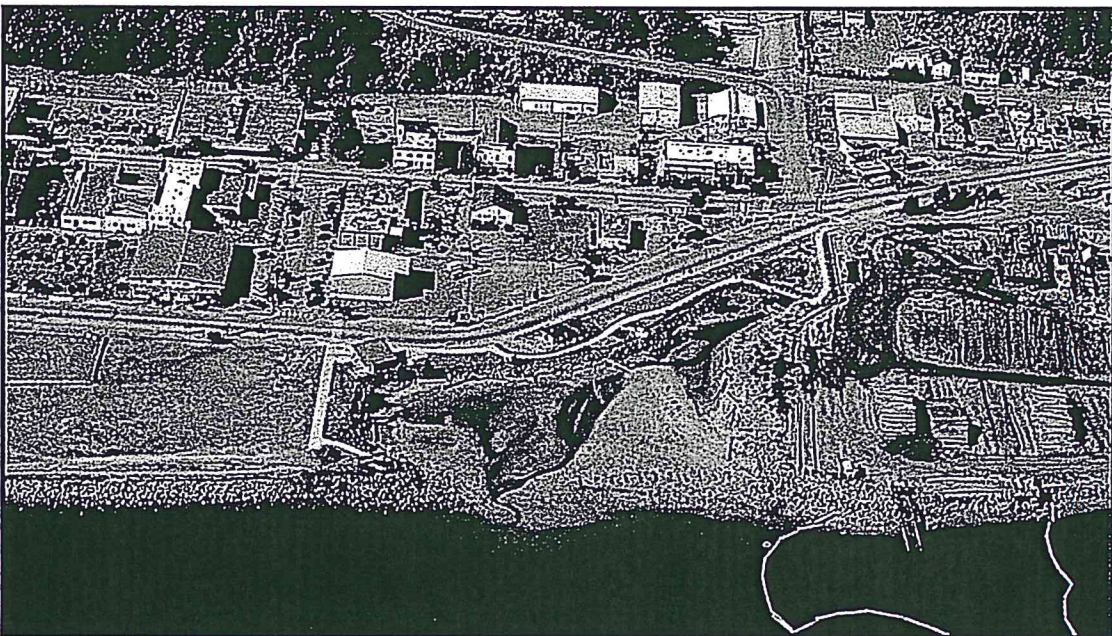


Exhibit 18. View of western portion of Reach 8D, facing south (Ecology Coastal Atlas, June 2006). Note the delta of Valley Creek in the center of the photo.

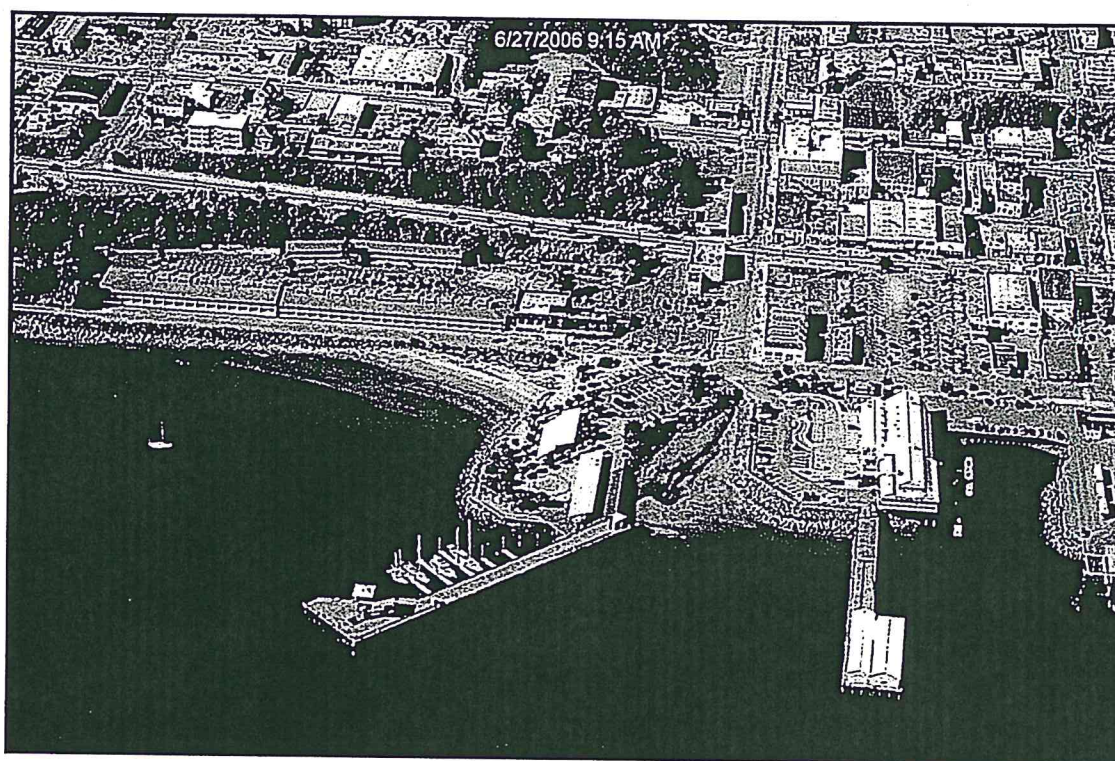


Exhibit 19. View of eastern portion of Reach 8D, facing south (Ecology Coastal Atlas, June 2006). Note the delta of Peabody Creek in the center of the photo.

Table 14. Function Summary of Reaches 8A-8D – Tse-whit-zen, Marina, Transition and Mixed Use

Shoreline Functions within Reach	Alterations and Assessment of Functions	Shoreline Function Score
Hydrologic		
Sediment		
Interference with sediment transport (barriers to longshore drift)	Each segment has at least one barrier to longshore drift.	3
Wave and Tidal Energy		
Interference with natural current patterns	All segments have some structures that influence local currents.	3
Wave and/or tidal attenuation	Except for part of segment D, all shorelines are armored.	A-C = 1 D = 2
Remove excess nutrients & toxic compounds	Category 2 for Fecal Coliform in segments A, B, and D.	A, B, D = 3 C = 5
Redistribution and cycling of LWD & other organic material	Jetties, piers, and other shoreline alteration interfere with the movement of organic debris in all segments.	1

Shoreline Functions within Reach	Alterations and Assessment of Functions	Shoreline Function Score
Vegetative		
Shade	Virtually no shade-producing vegetation exists in any of the segments.	1
LWD and other organic recruitment	Lack of vegetation precludes input of LWD and other organic material.	1
Width (feet) of vegetated buffer to remove nutrients, fine sediment, and toxic substances.	No vegetated buffer on these reaches.	1
Shoreline soil stabilization	No vegetation to provide stabilization.	1
Wave attenuation	No vegetation to provide attenuation.	1
Habitat		
Estuary/wetland/riparian (freshwater) habitat	Reaches C and D have estuary habitat. Reach C (Tumwater Creek) is a small delta. Reach D (Valley Creek) is the site of an estuarine habitat restoration project.	A, B = 1 C = 2 D = 4
Shoreline vegetation	Shoreline vegetation is severely limited on all reaches, but Reach D has some small native plantings associated with the restoration project.	A-C = 1 D = 3
Direct shoreline alterations	All reaches are predominantly altered.	1
Alteration to shoreline inputs	Reaches A and B are impacted by water quality problems issued from Tumwater Creek, which is a 303(d) listed water for fecal coliform. Reach C, where Tumwater Creek outfalls, is NOT included in the 303(d) listing except for the Creek itself. Reach D receives water from Peabody Creek, also listed for fecal coliform.	3
Priority habitats/species (e.g. forage fish spawning, eelgrass, estuarine)	Dungeness crab habitat exists just off shore from these reaches, but not at the shoreline. Reach A is part of a bald eagle buffer. Reaches C and D contain priority fish in tributary streams.	A = 5 B = 1 C = 5 D = 5
Average Scores		A = 1.8 B = 1.5 C = 2.0 D = 2.2

Restoration Opportunities

Pentec (2001) generally identifies the following opportunities in Reaches 8A-8D:

1. Improve stream/estuarine habitat in the streams entering Port Angeles Harbor, similar to what was recently accomplished on Valley Creek. Actions could include: (See Map 22B, #15, #20, #21)

- “recontouring to increase the area of shallow water habitat,
 - placement of LWD, and
 - planting of native marsh and riparian vegetation.”
2. Improve conditions along armored shorelines where feasible by implementing one or more of the following:
 - “riprap removal,
 - slope cut-back,
 - additions of finer-grained sediments,
 - placement of LWD, and
 - riparian plantings.”
 3. Establish or reestablish eelgrass beds, including over areas of wood accumulation that have been capped with sand.
 4. Clean up and restore Unocal Bulk site. (See Map 22B, #3)
 5. Restore and consider linearly expanding Hollywood Beach to the east and possibly to the west. (See Map 22B, #9)

Additional opportunities include:

6. As opportunities arise, modify existing shoreline structures (e.g. piers and docks) to incorporate design elements that minimize impact such as grated decking or pile modifications.
7. Restoration opportunities may be available at the privately owned Oak Street waterfront property, a portion of which is leased by the City of Port Angeles. (See Map 22B, #13)

4.7.11 Reach 9 - Olympic

Existing Condition

Reach 9 extends approximately 0.6 mile, from the eastern edge of the highly developed Downtown area to the western edge of the Rayonier site. The reach is entirely armored, with the Olympic Discovery Trail running along the reach just landward of the armoring (Exhibit 20). Except for the Francis Street Park, the reach is generally forested on the bluff above of the trail, with a few residential developments at the outer fringe of shoreline jurisdiction.

Appendix: Staff Resumes

Dan Nickel

ENVIRONMENTAL ENGINEER

As manager of The Watershed Company's planning department, Mr. Nickel brings together engineering, scientific, and planning expertise to provide a wide range of services to clientele. He has managed 17 SMP updates, and assisted with 40. He has managed more than 250 shoreline restoration projects to improve fish habitat, managing both design and complex local, State and federal permitting. With the firm since 2001, his experience with scientific assessment and regulatory compliance for Endangered Species Act and Critical Areas combine to make Mr. Nickel's expertise applicable from project planning and design to environmental policy setting.

Shoreline Master Program Update, Skagit County. Dan led a team, including BERK, to assist Skagit County and the Towns of Hamilton and Lyman with a major update to the Shoreline Master Program. Documents include a comprehensive Shoreline Characterization and Analysis Report, updated SMP, Restoration Plan and CIA. The 3-year effort included the formation of a diverse 17-member Shoreline Advisory Committee facilitated by Watershed to assist with review of amendments. Public outreach included a series of open house and project visioning workshops, community event outreach, and targeted stakeholder meetings. Watershed also assisted with the County's Critical Areas Ordinance update, adopted in 2009, under Dan's leadership.

Shoreline Master Program Update, City of Lake Forest Park. Dan managed the Shoreline Master Program Update for the City. Work included all aspects of the update, including inventory, characterization, restoration plan, environment designation, and development of shoreline policies and regulations. This project involved a significant public involvement component. The City approved the SMP in 2013.

Shoreline Master Program Update, San Juan County. The Watershed Company team, under Dan's management, assisted with an update of San Juan County's Shoreline Master Program that concludes in 2013. Public outreach included a series of workshops on the ferry-served islands to inform the public and gather feedback, review regulatory scenarios, and assist with local adoption.

Shoreline Master Program Update, City of Bellevue. Dan is leading a team to assist the City of Bellevue in a major update of its Shoreline Master Program. Coordination with various City departments was necessary to gather data, input and review functional assessments for the inventory and characterization. Watershed assisted the City in public involvement proceedings, including focus group surveys, boat tours, and open house presentations.



PROFESSIONAL EXPERIENCE 13 years

EDUCATION

Master of Science (MS) in Environmental Science, 2000, Department of Civil and Environmental Engineering, University of Washington, Seattle, WA

Bachelor of Science (BS) in Biology, 1993, Pacific Lutheran University, Tacoma, WA

REGISTRATIONS & LICENSES

Certified Erosion and Sediment Control Lead (CESCL) Certification, 2008

U. S. Army Corps of Engineers Wetland Delineation Certification Training, 2001

Northwest Environmental Training Center ArcView and Environmental Applications of GIS, 2002

Washington Department of Ecology Ordinary High Water Mark Training, 2003

Mark Daniel, AICP

ASSOCIATE PLANNER

With experience in both the public and private sectors, Mark has worked on a broad array of environmental planning projects. He has spent much of his career working on shoreline master programs, and has made significant contributions to more than a dozen. His contributions include developing goals, policies, and regulations; creating the complete folio of shoreline jurisdiction and shoreline inventory maps; using GIS to generate quantitative data for use in shoreline analysis; preparing shoreline use and cumulative impacts analyses; and facilitating or presenting at planning commission, public, and shoreline advisory committee meetings.

Shoreline Master Program Update, City of Arlington. The City of Arlington, with consultant assistance from The Watershed Company co-managed by Mark, completed its SMP process in 2012. Until that time, the City had been regulating its shorelines with a SMP largely unchanged from a 1974 version created by Snohomish County. The Arlington process comprehensively updated that SMP, with the result that the City now has a truly local SMP for the first time. The Watershed Company assisted the City with all major work products, and Mark worked closely with City project manager and the Planning Commission to ensure a locally tailored SMP.

Shoreline Master Program Update, City of Buckley. Buckley's updated SMP regulates just over three miles of the White River, a shoreline of statewide significance. A unique feature of the City's SMP was the creation of a Special Use environment designation to address a barrier dam on the east side of the City that diverts a portion of the White River into a flume and on to Lake Tapps. Mark co-led The Watershed Company team, which assisted the City with all major work products. Mark collaborated extensively with City project manager and the Planning Commission in developing the SMP. He also led the public visioning meeting.

Shoreline Master Program Update, Skagit County and the Towns of Lyman and Hamilton. The Skagit County SMP update covers a staggering amount of shorelines: 228 miles of marine and estuarine shorelines, 598 miles of rivers and streams, and 53 lakes and reservoirs. Mark helped the County with the proposed environment designations for these shorelines. He drafted policies and regulations for several sections of the SMP. He helped put on a series of public visioning workshops and attended several shoreline advisory committee meetings. More recently, Mark helped put on SMP open houses at four locations throughout the County.



PROFESSIONAL EXPERIENCE
6 years

EDUCATION
Master of Urban Planning,
2007, University of
Washington

Bachelor of Arts in
Economics/Environmental
Studies, 2005, Western
Washington University

Bachelor of Arts in
Kinesiology, 1996, University
of Colorado

CONTINUING EDUCATION
Coastal Training Program
Washington: How to
Administer Development
Permits in Washington's
Shorelines, 2009; Planning
for Climate Change, 2009;
Puget Sound Coastal
Processes and Shoreline
Stabilization Measures, 2008

SPECIAL SKILLS
GIS

CERTIFICATIONS
American Institute of
Certified Planners

ASSOCIATIONS
American Planning
Association

Grace Bergman

GIS MANAGER/LANDSCAPE DESIGNER

Grace Bergman combines her skills as a landscape designer with abilities as a GIS analyst to solve complex planning and resource management issues. Her collaboration on geospatial technology and graphic design transforms data into actionable information, enabling clients to make informed decisions based on scientific analyses. Her background in landscape architecture and site planning further strengthens her ability to develop regional policy that will work for public and private clients.

Skagit County Shoreline Master Program Update. Grace automated shoreline jurisdictional boundaries for all protected shorelines in Skagit County. 28 thematic maps were produced, including shoreline armoring coverage, slope stability, and WDFW Priority Habitat Species. She vectorized NOAA C-CAP data for use in quantitative evaluation of impervious surface and vegetation coverage analyses. Other analyses included public accessibility to shoreline, shoreline setback relative to riparian vegetation coverage, and projected land use changes between current zoning code and comprehensive land use plan.

Shoreline Master Program Updates: GIS for Chelan Counties, Cities of Bellevue, Medina, Bothell & Brier, Towns of Hunts & Yarrow Point. Ms. Bergman has been involved in SMP updates for multiple cities and counties across Washington. Besides establishing shoreline jurisdiction boundaries, she conducts resources inventories that cover multiple themes from wildlife habitats to geological hazard areas. Areas of analysis include impervious surface, public accessibility, vegetation coverage, shoreline setback, zoning, and land use.

FEMA Biological Opinion (BiOp) Floodplain Studies, City of Carnation. Through a combination of City cadastral records, FEMA floodplain and floodway data, and King County Channel Migration Zone data, Ms. Bergman identified the percentage of community affected by the level of flood hazards. Based on the analysis output and City's Critical Area Ordinance, she automated respective floodplain protection area and riparian habitat zone to address FEMA BiOp requirement for NFIP community.

Critical Areas Restoration Opportunities: 17 Washington State Parks. The Watershed Company evaluated critical area conditions and restoration opportunities in 17 State Park properties, totaling approximately 28,250 acres across the State. Opportunities were identified to restore and improve ecological functions on State Park lands by evaluating existing critical area conditions and identifying specific prospective project areas for restoration. Ms. Bergman completed resources mapping as well as conceptual plans.



PROFESSIONAL EXPERIENCE
8 years

EDUCATION
Bachelor of Landscape Architecture, 2005,
University of Washington,
Seattle, WA

SPECIAL SKILLS
Geospatial Technology

- ArcView 9.x

GPS Hardware & Software

- Trimble GeoXH
- GPS Pathfinder Office 5.0

Graphics and Drafting

- AutoCAD 3D Map
- Adobe Creative Suite: Illustrator, InDesign, and Photoshop
- Computer and Hand graphics
- Interpretive signage design and siting
- LID, PNW native and drought-tolerant plants

Sarah Spilseth Sandstrom

FISHERIES BIOLOGIST

Ms. Sandstrom's depth of technical fisheries expertise and ability to work collaboratively with diverse stakeholder interests make her an asset to any team. Projects include research and natural resource management in both salt and fresh water and published peer reviewed and technical reports on fish and invertebrates in diverse aquatic habitats.

Shoreline Master Program Updates Counties and Cities. Sarah has contributed to Shoreline Master Program Updates throughout Washington State, including Skagit, San Juan, Kitsap and Chelan Counties, and the Cities of Bothell, DuPont, and Bainbridge Island. Sarah has prepared comprehensive shoreline characterization and analysis reports, restoration plans, cumulative impacts analysis, and No Net Loss reports. Sarah uses customized, quantitative and qualitative approaches to describe the anticipated effects of proposed regulations on existing conditions, identify gaps in management, and to recommend alternatives to meet Ecology standards.

Chinook Salmon Use of the Lower Columbia River. Ms. Sandstrom studied the ecology and population dynamics of juvenile Chinook salmon and other fish species in freshwater tidal channels of the Columbia River using observational approaches. She conducted experimental studies in the Chinook River. Sarah also assisted the Columbia River Estuary Study Taskforce (CREST) in studying the effects of tidegates on fish and invertebrate populations and monitoring fish populations at the Sea Resources hatchery.

Chelan County In-Lieu Fee Program Development, Chelan County Natural Resources. In-lieu fee (ILF) programs represent an innovative approach to mitigating functional loss from impacted critical areas. The Watershed Company and Chelan County are completing one of Washington State's first ILF Program Prospectus and Instruments under new 2008 federal rule governing compensatory mitigation. Ms. Sandstrom assisted with development of aquatic impact and credit quantification.

Green Shorelines for Lake Washington. Through the Lake Washington/Cedar/Sammamish Watershed (WRIA 8), Sarah coordinated the multi-agency "Green Shorelines" group to encourage lakeshore restoration through outreach, incentives, and regulatory streamlining. Sarah also tracked project implementation and analyzed progress toward habitat protection and restoration goals in the Cedar River watershed.

Agricultural Practices for Salmon, Sonoma County, CA. Ms. Sandstrom worked with agencies and private agricultural stakeholders to meet the mandates of the Endangered Species Act for salmon in Sonoma County.



PROFESSIONAL EXPERIENCE
8 years

EDUCATION
Master of Science in Aquatic and Fishery Sciences, 2008, University of Washington, Seattle, WA

Bachelor of Science in Biology (Concentration in Marine Biology), 2001, Duke University, Durham, NC

CONTINUING EDUCATION
Pacific Northwest Conservation Banking Training, 2013

Ecology's Wetland Rating Training for Western Washington, 2012

Science base and tools for assessing stream project proposals, 2009

CERTIFICATIONS
"Senior Writer" for WSDOT Biological Assessments, 2013

University of Washington Extension, Wetland Science and Management Certification, 2010

Suzanne Tomassi

SENIOR WETLAND/WILDLIFE BIOLOGIST

Ms. Tomassi brings eighteen years of experience in wildlife research and management, habitat assessment, and wetland delineation. Her expertise in wildlife habitat relationships and her writing skills are valuable tools for many projects, and she is regionally recognized for her knowledge of urban wildlife. She has also done extensive work in Section 7 Endangered Species Act consultations.

Shoreline Master Program Update, City of Bellevue. Ms. Tomassi assessed upland and wetland habitat for the City of Bellevue's revised SMP under Ecology's recently revised guidelines for conducting SMP updates. This work facilitated function/process analyses, restoration planning, and cumulative impact analysis. She has also assisted with SMP updates for Chelan, Skagit, and Cowlitz Counties.

In-Lieu Fee Program Development, Chelan County Natural Resources. In-lieu fee (ILF) programs represent an innovative approach to mitigating functional loss from impacted critical areas. The Watershed Company and Chelan County are completing one of Washington State's first ILF Program Prospectus and Instruments under new 2008 federal rule governing compensatory mitigation. Ms. Tomassi is project manager. The Program will provide a mitigation alternative for projects on lower Lake Chelan, allowing permittees to pay into a fund that finances mitigation projects in the watershed.

Mountains-to-Sound Greenway Trail Wildlife Assessments, Washington State Parks. Ms. Tomassi was project manager to assess two large-scale trail relocation projects for their impacts on suburban and park wildlife habitat -- a mountain bike trail proposed for Iron Horse State Park and an equestrian trail for Squak Mountain State Park. She led teams of biologists to evaluate habitat quality and assess the sites for species of local importance. She made mitigation and management recommendations.

Chelan County Watershed Management Plan, Phase 3 Habitat Component, Chelan County Natural Resources.

Project manager for the habitat component of the County's Watershed Plan, including goals and objectives, watershed resource needs, potential improvement and protection actions, and a framework for prioritizing habitat projects.

Jefferson County Core Habitat Management Plan. Ms. Tomassi identified core habitat areas in Jefferson County using aerial photographs and ground-truthing. She developed a ranking system for prioritizing areas based on value, need, and vulnerability and recommended management strategies for each habitat type. Her work was for incorporated into the County's Comprehensive Plan.



PROFESSIONAL EXPERIENCE
18 years

EDUCATION
Master of Science in
Wildlife Biology, 1991,
Michigan State University,
East Lansing, MI

Bachelor of Science in
Biology, 1987, Stockton
College, Pomona, NJ

REGISTRATIONS & LICENSES
Certified Wildlife Biologist

Professional Wetland
Scientist, 2011

WSDOT workshop on
Biological Evaluations
under the Endangered
Species Act

Department of Ecology 2-
day training on completion
of wetland Rating Forms,
2005

U. S. Army Corps of
Engineers Wetland
Delineation Training, 2005

Ecology Wetland Credit-
Debit Tool training

**CITY OF ILWACO
ORDINANCE NO. xxx**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ADOPTING SALARY CLASSIFICATIONS & RE-ADOPTING ORDINANCE 820 ESTABLISHING THE 2014 PAY TABLE.

WHEREAS, the City of Ilwaco is committed to a policy that places every employee on a pay scale; and

WHEREAS, the city must be financially responsible in implementing compensation plan changes; and

WHEREAS, the City Council has determined the need to update the current pay structure with one that is more comprehensive and one that provides more guidance in applying pay changes to individual employees; and

WHEREAS, the City Council has determined that it will have the final approval on all pay policy issues.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Ilwaco, Washington, adopts the City of Ilwaco Position Grades and Brief Descriptions, attached hereto as Exhibit "A."

Section 2. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 3. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF DECEMBER, 2013.

Mike Cassinelli, Mayor

ATTEST:

PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

Exhibit "A"
City of Ilwaco
Position Grades and Brief Descriptions

Administrative Position	Grade	Level
Non-Exempt Positions		
Office Assistant 3	3	Junior office assistant
Office Assistant 4	4	Office assistant/billing clerk
Office Assistant 5	5	Senior office assistant/billing clerk
<u>Deputy City Assistant Clerk 65</u>	<u>65</u>	Junior <u>deputy assistant</u> city clerk
<u>Deputy City Clerk 7</u>	<u>7</u>	<u>Deputy city clerk</u>
<u>Deputy City Assistant Clerk 86</u>	<u>86</u>	<u>Deputy Assistant</u> city clerk
<u>Deputy City Assistant Clerk 97</u>	<u>97</u>	Senior <u>deputy assistant</u> city clerk
Exempt Positions		
City Clerk 7	7	Junior city clerk
City Clerk 8	8	City clerk
City Clerk 9	9	City clerk
City Clerk 10	10	Senior city clerk
Treasurer 7	7	Junior city treasurer
Treasurer 8	8	City treasurer
Treasurer 9	9	City treasurer
Treasurer 10	10	Senior city treasurer

Office Assistant 3: Junior office assistant. Entry-level position. Receives work direction, guidance and supervision from senior office staff members. Develops office skills and experience with guidance from others. Assists with utility billing.

Office Assistant 4: Office assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Able to do most utility billing tasks.

Office Assistant 5: Senior office assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing, spreadsheet and databases. Configures new computers for printing, simple networking and email and application installation. Does utility billing independently. Supervises others, as necessary.

Deputy City Clerk 6 Assistant Clerk 5: Junior deputy assistant city clerk. Entry-level position. Performs or is capable of performing all duties equivalent to Office Assistant 5. Receives work direction, guidance and supervision from the city clerk, city treasurer or mayor in matters involving the city clerk's duties.

Deputy City Clerk 7: Deputy city clerk. Performs some city clerk tasks independently, with minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

Deputy City Clerk 8 ~~Assistant Clerk 6:~~ Deputy Assistant city clerk. Performs many city clerk tasks independently, with minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

Deputy City Clerk 9 ~~Assistant Clerk 7:~~ Senior deputy assistant city clerk. Performs most city clerk tasks independently without guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 7: Junior city clerk. Entry-level position. Performs some city clerk tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. *Note: A change in position from Assistant Clerk 7 to City Clerk 7 would normally be accompanied by a two step, in-grade increase and a change from non-exempt status to exempt status.*

City Clerk 8: City clerk. Performs most city clerk tasks independently with minimum guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 9: City clerk. Performs all duties of the city clerk without guidance or supervision. Drafts simple legislation that can be enacted into law without undue revision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate.

City Clerk 10: Senior city clerk. Performs all duties of the city clerk without guidance or supervision. Drafts complex legislation that can be enacted into law without undue revision. Briefs the mayor and City Council on the effect of proposed legislation. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters.

Treasurer 7: Junior city treasurer. Entry-level position. Performs some treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 8: City treasurer. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 9: City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Performs all the duties of the city clerk, if assigned.

Treasurer 10: Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned.

Field Positions	Grade	
Non-Exempt Positions		
Utility Worker 3	3	Entry level
Utility Worker 4	4	Established (gaining experience)
Utility Worker 5	5	Experienced
Utility Worker 6	6	Experienced (works independently)
Utility Worker/Supervisor 7	7	Lead
Utility Supervisor 8	8	Senior lead
Utility Supervisor 9	9	Senior
Plant Operator 5	5	Entry level
Plant Operator 6	6	Established (gaining experience)
Plant Operator 7	7	Experienced
Plant Operator 8	8	Experienced (works independently)
Plant Operator 9	9	Senior/lead operator
Plant Operator 10	10	Senior

Mechanic 7	7	Entry level
Mechanic 8	8	Experienced
Mechanic 9	9	Senior
Exempt Positions		
Utility Manager 7	7	Entry level
Utility Manager 8	8	Experienced
Utility Manager/Director 9	9	Experienced
Utility Manager/Director 10	10	Senior
Fire Administrator 7	7	Experienced
Fire Chief 8	8	Senior

Utility Worker 3: Entry-level utility worker. Receives direction and guidance from others.

Utility Worker 4: Established utility worker gaining experience. Receives direction and guidance from others.

Utility Worker 5: Experienced utility worker. Works with some supervision and guidance.

Utility Worker 6: Experienced utility worker. Works independently.

Utility Worker/Supervisor 7: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer or water distribution, streets and sidewalks, equipment).

Utility Supervisor 8: Utility supervisor. Receives some guidance and supervision from others. Participates in all aspects of utility operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Supervisor 9: Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

Plant Operator 5: Entry-level plant operator. Receives direction and guidance from others. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. Performs other Public Works duties.

Plant Operator 6: Established with at least one year of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operations and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 7: Experienced plant operator with at least two years of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operation and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 8: Experienced plant operator with at least four years of full-time plant operation experience. Receives some direction and guidance from others. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of judgment, including making process adjustments and moderate repairs without supervision. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant and systems operations.

Plant Operator 9: Lead plant operator/plant supervisor with at least five years of full-time plant operation experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are systems operations and supervision.

Plant Operator 10: Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

Mechanic 7: Entry-level mechanic. Capable of maintaining vehicles and equipment with some supervision and guidance.

Mechanic 8: Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Sets own priorities. Supervises others, as necessary.

Mechanic 9: Senior mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment without supervision. Sets own work schedules and priorities. Supervises others.

Utility Manager 7: Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

Utility Manager 8: Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Manager/Director 9: Experienced utility manager/director. Works independently. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

Utility Manager/Director 10: Senior utility manager/director. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the City Engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Conceive and effectively executes improvement projects without supervision. Ensures effective configuration management. Prepares the department budget without guidance.

Fire Administrator 7: Participates in the development and maintenance of all emergency management plans, support materials, reports and related documents. Conducts directed research, as well as independent internet-based research on a variety of emergency management and related topics. Develops or compiles documents, correspondence and materials, including all programmatic reports required for reimbursement of expenses related to federal, state and other government grants, as well as awards from non-governmental funding sources. Monitors and maintains federal, state, allied organization, professional and county newsletters, reports and related documents as directed. The Fire Administrator shall be paid 5.5% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

Fire Chief 8: Plans, organizes, directs and evaluates the Ilwaco Volunteer Fire Department, which protects lives and property from fire and hazardous incident damage. Provides timely emergency medical services in the City of Ilwaco and other neighboring municipalities that have contracted for fire protection services. Ensures the department incorporates up-to-date, efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods. Recruits and trains new volunteer

firefighters. The Fire Chief shall be paid 25% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

CITY OF ILWACO
ORDINANCE NO. xxx EXHBIT B

2014 PAY TABLE (Effective January 1, 2014)

2014

City of Ilwaco
Exempt Employee Annual Salary Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	22517	23268	24018	24769	25520	26271	27022	27773	28524	29274
4	25276	26119	26962	27804	28647	29490	30332	31175	32018	32860
5	28280	29223	30166	31109	32053	32996	33939	34882	35825	36769
6	31524	32575	33626	34678	35729	36781	37832	38883	39935	40986
7	35031	36198	37365	38533	39700	40867	42034	43202	44369	45536
8	38795	40088	41381	42674	43967	45260	46553	47846	49139	50431
9	42850	44278	45707	47135	48564	49992	51421	52849	54278	55706
10	47188	48760	50333	51906	53479	55051	56624	58197	59770	61342

2014

City of Ilwaco
Non-Exempt/Hourly Employee Hourly Rate of Pay Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	10.83	11.19	11.55	11.91	12.27	12.63	12.99	13.35	13.71	14.07
4	12.15	12.56	12.96	13.37	13.77	14.18	14.58	14.99	15.39	15.80
5	13.60	14.05	14.50	14.96	15.41	15.86	16.32	16.77	17.22	17.68
6	15.16	15.66	16.17	16.67	17.18	17.68	18.19	18.69	19.20	19.70
7	16.84	17.40	17.96	18.53	19.09	19.65	20.21	20.77	21.33	21.89
8	18.65	19.27	19.89	20.52	21.14	21.76	22.38	23.00	23.62	24.25
9	20.60	21.29	21.97	22.66	23.35	24.03	24.72	25.41	26.09	26.78
10	22.69	23.44	24.20	24.95	25.71	26.47	27.22	27.98	28.74	29.49